

EXHIBIT C

Supplemental Recruitment Activities and Documentation

Appendix 3

Annual EEO Public File Report Form

Covering the Period from February 1, 2008 to January 31, 2009

Station(s) Comprising Station Employment Unit: WCFE

Section 3: Supplemental (Non-Vacancy Specific) Recruitment Activities Undertaken by WCFE]

Station(s) Claiming Credit: Mountain Lake Public Telecommunications Council

1. Type of Activity Under New EEO Rule: [Job Fair, Scholarship Program, Etc.] Career Fair

Date of Station Participation: 5/7/08

Participating Employees: Lisa Hoff, Executive Assistant, Sharlene Petro-Durgan, Business Manager

Host/Sponsor of Activity: The Plattsburgh-North Country Chamber of Commerce JOB FAIR

Brief Description of Activity and Station Participation: 5 resumes were received and distributed to the proper department. We had an open position for a Director of Fundraising and Business Development. We had all internship job descriptions available with business cards for those particular departments. We also handed out volunteer opportunities and applications for employment with the station.

These career/job fairs are intended to look for employees for the organization and to meet with many applicants. We want to let the possible future employees to know about the career opportunities the station has to offer. We will be distributing copies of job descriptions, job applications, interview questions (for those we interview), volunteer brochures (for anyone interested in volunteering opportunities at the station), distributed copies of our current Highpoints Program Guides@, station banners with our logo and name to be displayed. We will also be gathering resumes and displaying our product.

2. Activity: "Broadcasting Career Fair"

Date(s): March 24-30, 2008 – Certificate of Compliance dated April 2, 2008

Participating Employees: Sharlene Petro-Durgan, Business Manager & Lisa Hoff, Executive Assistant

Host/Sponsor of Activity: The New York State Broadcasters Association, Inc.

Brief Description of Activity and Station Participation: Mountain Lake PBS promoted the event by broadcasting announcements over the two weeks prior to

the event. Station personnel participated on the Publicity and Implementation Committees. And, on the day of the event, station personnel interviewed attendees.

3. Activity: Career Night 2008

Date(s): April 3, 2008

Participating Employees: Sharlene Petro-Durgan, Business Manager Lisa Hoff, Executive Assistant

Host/Sponsor of Activity: The Career Development Center/SUNY Plattsburgh

Brief Description of Activity and Station Participation: The position types were Full-Time Internship and the majors/titles were Communications, Marketing, and Education. These career/job fairs are intended to look for employees for the organization and to meet with many applicants. We want to let the possible future employees to know about the career opportunities the station has to offer. We will be distributing copies of job descriptions, job applications, interview questions (for those we interview), volunteer brochures (for anyone interested in volunteering opportunities at the station), distributed copies of our current Highpoints Program Guides®, station banners with our logo and name to be displayed. We will also be gathering resumes and displaying our product.

4) Activity: Job Fair

Date: September 10, 2008

Participating Employees: Sharlene Petro-Durgan, Director of Finance & Administration and Lisa Hoff, Executive Assistant.

Host/Sponsor of Activity: North Country Chamber of Commerce – held at the Comfort Inn

Brief Description of Activity and Station Participation: Sharlene and I had all unpaid department internship job descriptions available. We also had one job opening for an “Associate Producer/Researcher” and had the job description available for those who wanted a copy. The station handed out volunteer opportunities, applications for employment and Highpoints Bulletins. We collected ten resumes.

5) Activity: Internship & Career Fair

Date: November 5, 2008 – 1-4 p.m.

Participating Employees: Sharlene Petro-Durgan, Director of Finance & Administration and Lisa Hoff, Executive Assistant

Host/Sponsor of Activity: SUNY Plattsburgh School of Business & Economics

Brief Description of Activity and Station Participation: Sharlene and I had all unpaid department internship job descriptions available. We also had one job opening for a Corporate Marketing Representative position (Sales) and had the job description available for those who wanted a copy. The station handed out volunteer opportunities, applications for employment and Highpoints Bulletins. We collected nine resumes.

6) Activity: Career Night XXXIII

Date: Thursday, April 2, 2009 – 4:30-9:00 p.m.

Participating Employees: Sharlene Petro-Durgan, Director of Finance & Administration and Lisa Hoff, Executive Assistant

Host/Sponsor of Activity: SUNY Plattsburgh School @ the Angell College Center

Brief Description of Activity and Station Participation: Sharlene and I had all unpaid department internship job descriptions available. We also had one job opening for a Corporate Marketing Representative position (Sales) and had the job description available for those who wanted a copy. The station handed out volunteer opportunities, applications for employment, Highpoints Bulletins and Art Auction Information and volunteer opportunities. We collected one resume but handed out business cards corresponding to the department internship job description they were interested in. We had one teacher who wanted to volunteer in the Education department.

TRAINING FOR STATION PERSONNEL, MANAGEMENT TRAINING ON
EMPLOYMENT MATTERS AND AN INTERNSHIP PROGRAM
(February 1, 2008-January 31, 2009)

Strategic Plan Action Plan for 2008-2009

Goal #2 : Create a positive workplace environment.				
Objective	Action Step (Who's responsible?)	By when	Measures of success	Status / Comm
Provide professional development opportunities.	Create a method for researching Internal department or Individual professional development needs. (Business Manager)	1/31/08	Training list created.	Will use performance evaluations to build training list. Will : to exec. staff once completed for any additions or changes Moved to FY 09

Director of Finance and Administration attended the following workshops:

4/29/08 EAS "Managing Generational Trends: Finding and Keeping Good People in Your Workplace"
5/30-6/1/08 PBMA Conference workshop "HR as a Strategic Partner".
7/17/08 PBMA Telephone Toolkit "Fair Labor Standards Act".
9/17/08 Human Resource Leadership
3/10/09 "Managing and Mitigating Internal Pay Issues"

Director of Communications attended the following workshops:

7/17/08 PBMA Fair Labor Standards Act training
9/07 – 6/08 North Country Leadership Program

Director of Education and Outreach attended the following workshops:

3/6/08 Celebration of Teaching and Learning in NY

Education Outreach Initiatives

1. Literacy Outreach - The education department has a large literacy outreach component. It provides

literacy strategies to area childcare providers, educators and parents. It also provides free books to practice these strategies.

2. Outreach activity 2 is providing the EdVideo service to area schools and adult literacy programs.

Through this activity we provide a multi-media download service to area schools as well as training on how to use this service.

Executive Assistant and Account Clerk attended the following webinar:

4/09 PBMA Toolkits Audio Seminar on EEO Compliance – Follow the FCC Basics To Avoid Unnecessary Fines. Informative toolkit that reviewed the basic FCC requirements that regularly impact all broadcasters. Presenters: Katrina Gleber and John Bagwell from Lerman Senter, PLLC in Washington, DC

Employee Assistance Services (EAS) – All employees are eligible to use the services that EAS has to offer. A quarterly newsletter goes out to each employee. If there is any type of supervisory training that is offered by EAS, it is encouraged that managers attend. If there are other training opportunities at EAS, staff is encouraged to attend.

INTERNSHIPS:

Strategic Plan Action Plan for 2008-2009

Goal #4 : Build our identity as the region's storyteller.				
Objective	Action Step	By When	Measure	of Success
Status/Comments				
Develop new talent and ideas by becoming a lab for young professionals	Promote internships at local colleges and community events. (Director of Finance and Administration)	5/1/08	Plan and hold Open House	Open House held March 24, 2008. Tabling done at PSUC 3/24 and 3/25. Completed. Ongoing. Moved to FY09.
	Create relationships with specific people at each local college to encourage internships and other partnerships. (exec staff)	5/1/08	Each exec staff creates a list with name of each contact, place, and last meeting.	IN PROGRESS: Relationship with SUNY's Communications Department Assistant Professor, Jonathan Slater; Relationship with SUNY's Business Department Internship Coordinator. Dir. of Production and Programming attended Burlington College Career Day, met with Barry Snyder, Dept. chair and Allan Nicholls, faculty there.

Formalize internal internship program and/or Lab experience so that "graduates" tell others about the value of working with MLPBS. (Director of Finance and Administration)	6/30/08	New interns/Lab folks say that they came to MLPBS because of a testimonial from someone.	Several 08 Practicum students cited word of mouth references. Ongoing. Moved to FY09.
Improve Internships by creating an exit questionnaire seeking satisfaction levels and recommendations on how to improve the experience. (Director of Finance and Administration)	5/1/08	Quality and quantity of interns increases.	Moved to FY09.

SUNY Plattsburgh Internship Program – The Director of Fundraising and Business Development, Coordinator of Special Events and Volunteers, Director of Production and Programming took advantage of this internship program (see attachments).

Champlain Central High School – The Director of Production and Programming took advantage of this internship program (see attachments).

VESID - The Director of Production and Programming took advantage of this paid internship program (see attachment).

Clinton Community College Internship Program – The Director of Communications took advantage of this internship program (see attachment).

Six Weeks of Employment Earnings for Teens {SWEET} – The Development and Production department utilized 4 SWEET students for the summer, which started Monday, July 7th. These teen workers are all female and aged 14-15 years old. They come to us with an interest in building their administrative skills and real life work experience. Although they are technically volunteering with the station, they are compensated for their time through the SWEET Worker Program. Mountain Lake PBS aims to give the workers a variety of administrative experiences while instilling professional work ethics and values. This symbiotic relationship benefits the station by allowing the workers to complete important tasks, such as the organization of office supplies, data entry, filing, answering phone, etc. (see attachment)

Practicum Program – The practicum program is different than the internship program whereas the students need approval from the college and be recommended. (see attachment)



**OFFICE OF INTERNSHIPS AND CAREER PLACEMENT
SCHOOL OF BUSINESS AND ECONOMICS**

101 Broad Street
Plattsburgh, NY 12901-2681
Tel: 518-564-4303
Fax: 518-564-4215
www.plattsburgh.edu

October 1, 2008

Dear Employer:

You are cordially invited to participate in the SUNY Plattsburgh School of Business & Economics Internship/Career Fair to be held on Wednesday, November 5th from 1-4 pm.

This event is an excellent opportunity for you to:

- Recruit students for internship positions during Spring Semester
- Meet and recruit graduating seniors for professional positions
- Profile your company and employment opportunities to students and develop contacts with future graduates.

Our SBE students are enrolled in various disciplines including Accounting, Business, Entrepreneurship, Economics, Finance, Hotel, Restaurant and Tourism Management, International Management, Marketing, and Supply Chain Management.

The Fair will be held in Redcay Hall on Beekman Street. Parking is available in the lot behind Redcay and is accessible by the first driveway on your left as you turn onto Brinkerhoff Street.

An open booth with a table (6 feet x 2 feet) and chairs will be provided. You may bring posters, catalogues and any other materials to showcase your company and your internship/career opportunities. Registration is free.

To register, please fill out the enclosed form and return it to the Internship and Career Placement Office by fax (518)564-4215 no later than Monday, October 27th.

If you have questions or would like further information, please contact me at (518)564-4303 or mcarp001@plattsburgh.edu.

We look forward to your participation.

Sincerely,

Mary E. Carpenter
Director of Internships and Career Placement
School of Business & Economics
SUNY Plattsburgh
101 Broad Street
Plattsburgh, New York 12901

Plattsburgh

STATE UNIVERSITY OF NEW YORK
School of Business & Economics



OFFICE OF INTERNSHIPS & CAREER PLACEMENT

SUNY Plattsburgh, Redcay 116
Plattsburgh, NY 12901
Tel. (518) 564-4303 Fax. (518) 564-4215

INTERNSHIP/CAREER FAIR REGISTRATION FORM

COMPANY INFORMATION

DATE (mm/dd/yy): 10/14/08

Company Name	Mountain Lake PBS		
Address	One Sesame St., Plattsburgh, NY 12901		
Contact Name	Sharlene F. Petro-Durgan		
Phone Number	563-9770 ext. 102	Fax Number	561-1928
Email Address	spetro-durgan@mountainlake.org		
Brief Description of Company	See attached		

INTERNSHIP/CAREER FAIR ATTENDANCE

Names of Representatives	
1.	Sharlene F. Petro-Durgan
2.	Lisa Hoff
3.	

Positions Available		
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Internships
<input checked="" type="checkbox"/> Accounting	<input type="checkbox"/> Finance/Economics	<input type="checkbox"/> Hotel, Restaurant, Tourism Management
<input type="checkbox"/> Management/International Business	<input checked="" type="checkbox"/> Marketing	<input type="checkbox"/> Supply Chain Management
<input checked="" type="checkbox"/> Other please specify (Production, Education, Communications)		

Thank you for participating in our Internship/Career Fair!

Office of Internships & Career Placement

School of Business & Economics
SUNY Plattsburgh, Redcay 116
Phone: (518) 564-4303
mcarp@plattsburgh.edu

Please Fax to (518) 564-4215



August 12, 2008

Press Release
For Immediate Release

Information Contact: Becky Manor, Plattsburgh-North Country Chamber of Commerce
518-563-1000

Home of:

North Country
Small Business
Council

Adirondack Coast
Visitors & Convention
Bureau

North Country
Industrial Council

Quebec-New York
Corridor Coalition

New York's
Tech Valley

S.C.O.R.E.

Essex County
Business Council

Plattsburgh-
North Country
Service Corp.

Serving

Canton
Essex
Franklin
Warren
Hamilton
Southern Quebec

The Plattsburgh-North Country Chamber of Commerce is now accepting reservations for the upcoming **JOB FAIR**. The Job Fair will be held on September 10th at the Comfort Inn in Plattsburgh in the Ballroom from 4pm-8pm. The Job Fair is sponsored by The Plattsburgh-North Country Chamber of Commerce, OneWorkSource, Hall Communications, Hometown Radio and JSEC. The fair will give local people the opportunity to find out what jobs are available in our region.

As a participating organization you will have representatives on hand to accept resumes, give out applications, set up interviews, and/or talk about career opportunities within your organization.

The event will be held on Wed., September 10th at the Comfort Inn in Plattsburgh. It will begin at 4p.m. and end at 8pm. For more information, contact Becky at the Plattsburgh-North Country Chamber of Commerce at 518-563-1000.



ACCREDITED
U.S. CHAMBER OF COMMERCE

A Strong Partner for Strong Business in the North Country

P.O. Box 310, 7061 Rt. 9, Plattsburgh, NY 12901-0310 Tel: 518-563-1000 Fax: 518-563-1028
Email: chamber@westelcom.com Web Site: northcountrychamber.com
Lake Placid Office: 216 Main St., Lake Placid, NY 12946 Tel: 518-523-4906 Fax: 518-523-2605

February 11, 2008

Ms. Alice Recore
CEO & General Manager
WCFE-TV/Mountain Lake PBS
One Sesame Street
Plattsburgh, NY 12901

Dear Alice:

It's time for our 2008 Broadcasters Career Fair via the internet!

The site: NYSBroadcastersCareerFair.com will be active for one week, March 24-30, 2008. During that week, your listeners and viewers will have an opportunity to post their resumes, and to apply for jobs which you have posted in your "booth". We will also share with you all the resumes which were posted in your region after the event takes place.

This event is free of charge to our members as a way of thanking you for your continued support and for broadcasting our NCSA announcements. We ask that you promote the site for two weeks, beginning March 10th with promotional announcements, which we will send to you.

Please pass this on to the person responsible for EEO outreach, license renewal, and employment opportunities at your stations. Note: Our attorney, Richard Zaragoza, Pillsbury Winthrop Shaw Pittman LLP, has run this concept by the FCC to make certain that there is FCC outreach credit given to internet broadcaster's career fairs. And although there is no formal ruling in this matter, the reaction at the FCC was very positive.

Your booth code is CAP025 for your station(s). Register for your booth today!

Go to www.NYSBroadcastersCareerFair.com

Click on your "Region"

Click "Get A Booth Now", on the right side of the screen

Fill in your station's contact info and booth code

Click "Finish"

Note: You will want to make note of the email and password you enter as you will need this later to sign into your account. Then, start posting all of your job openings!

I will be sending you promotion copy soon. Let me know if you have any questions, novik@nysbroadcasters.org. For technical help, go to jobfair@regionalhelpwanted.com

Best, Dick Novik

~~CONFIDENTIAL - INTERNAL USE ONLY~~

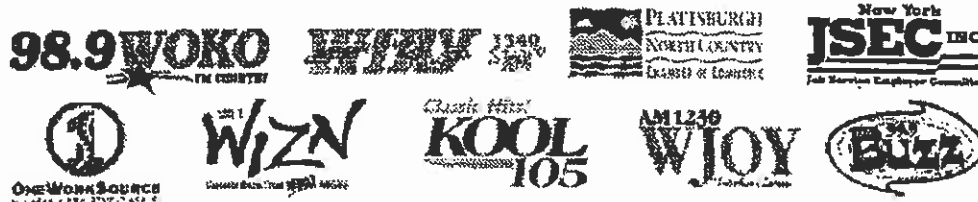
Sharon - Copy went to Klunder
for promotional
- filled out booth info. post Tag

CHAIR
Frank Comerford
WNBC-TV, New York City
VICE CHAIR - RADIO
David Widmer
Long Island Radio Group, Farmingdale
VICE CHAIR - TELEVISION
Theresa Underwood
WSYR-TV, Syracuse
PRESIDENT
Joseph A. Reilly
NYBSA, Albany
SECRETARY
John Dauchman
Granite Broadcasting Corp., New York City
TREASURER
Ed Levine
Galaxy Communication, Syracuse/Utica
DIRECTORS
Robert Ausfeld
Regent Communications, Albany
Stephen Babouits
WNYT-TV, Albany
Chuck Bender
Curious Media, Poughkeepsie
Betty Ellen Barlesino
WDC-TV, New York City
Karen Corey
Clear Channel Radio, Rochester
David Farber
WJNY-TV, Long Island
Dan Helyarson
Ermis Communications, New York City
Judy Kelly
WSEN/WFSL, Baldwinsville
Lauri Leone
WNYW-TV/WWOR-TV, New York City
Phil Marzulli
Sony Pictures Television, New York City
Mimi Mason
WHEW/WCOS-FM, New York City
Tim McCarthy
WEPM, New York City
Chris Musial
WVVB-TV, Buffalo
Norm Silverman
WGB-TV/AMFM, Rochester
Eric Struss
Regional Radio Group, Glens Falls
Robert R. Varick
ABC, Inc., New York City
Rob Williams
Clear Channel Radio, New York City
Jeffrey Wolf
Sony Pictures Television, New York City
VICE PRESIDENT, OPERATIONS
Mary Anne Jacon
NYBSA, Albany
SENIOR VICE PRESIDENT,
STATION/CLIENT SERVICES
Richard Novik
NYBSA, Albany
COUNSEL
Matthew H. Metarzo, Esq.
Pitt, Bishop, DeGiorno & Druser LLP, Albany



THE
NEW YORK
STATE
BROADCASTERS
ASSOCIATION, INC.

1805 WESTERN AVENUE
ALBANY, NY 12203
(518) 456-8888
FAX: (518) 456-8943
www.nysbroadcasters.org



ARE YOU LOOKING FOR EMPLOYEES FOR YOUR ORGANIZATION?
 WOULD YOU LIKE AN OPPORTUNITY TO MEET WITH MANY APPLICANTS IN JUST ONE DAY?
 DO YOU WANT TO LET POSSIBLE EMPLOYEES KNOW ABOUT THE CAREER OPPORTUNITIES YOU OFFER?
 THEN YOU DON'T WANT TO MISS THIS OPPORTUNITY!

Participate in the Plattsburgh-North Country Chamber of Commerce, OneWorkSource,
 JSEC Inc., Hometown Radio and Hall Communications

JOB FAIR

WEDNESDAY, SEPTEMBER 10, 2008

AT THE COMFORT INN

Route 3, Plattsburgh
 In the Ballroom

4 pm - 8 pm

If registered BEFORE 8/22/08, Plattsburgh-No Co Chamber Members \$130 and
 Non-members reserve a table for \$225

If registered AFTER 8/22/08, Plattsburgh-No Co Chamber Members \$230 and
 Non-members \$325

Gather resumes!

Display your product!

Refreshments will be
 served for all exhibitors
 sponsored by:



Each company will get a table, 2 chairs, and space to display your product or service.

To reserve

Fax the form to: 518-563-1028 Or mail to
 Plattsburgh-No Country Chamber of Commerce, PO Box 310, Plattsburgh, NY 12901

For questions, call Becky at 518-563-1000.

DEADLINE TO RESERVE IS: FRIDAY, AUGUST 22, 2008

JOB FAIR GUIDE TO PARTICIPATING FIRMS

Please return this form **TODAY** so that we may include your company information in our Job Fair Guide to Participating Firms. If you do not fill out and return this form you **WILL NOT** be included in the Guidebook.

Thank you.

Name of person completing form: Sharlene Petro-Durgan Date 8/19/08
 Company Name: Mountain Lake PBS No. Of Employees: 32
 Human Resource Contact Name: Sharlene Petro-Durgan
 Company product/service: public television Year company was established: 1968
 Brief Company History: _____

Location: One Sesame St. Phone: 563-9770
Plattsburgh, NY 12901 Fax: 561-1928
 E-mail: mlopez@mountainlake.org Website: www.mountainlake.org

Do you have a backdrop or need electricity and would like to be against a wall?
 (Space is limited, first come, first serve basis)

☒ Yes, please try to put me near a wall ☐ No, I do not have a backdrop

Employment Opportunities: (These positions are not necessarily open at this time)

Job	Education Requirements (Majors Requested)	Salary Range
<u>see attached</u>		

If you do not fill out and return this form you **WILL NOT**
be included in the Guidebook.

MOUNTAIN LAKE PBS

CONTACT: Sharlene Petro-Durgan

ONE SESAME ST
PLATTSBURGH NY 12901

YEAR ESTABLISHED: 1968

OF EMPLOYEES: 32

PHONE#: (518) 563-9770
FAX: (518) 561-1928
EMAIL: MLPBS@MOUNTAINLAKE.ORG
WEBSITE: WWW.MOUNTAINLAKE.ORG

COMPANY PRODUCT/SERVICE: Public Television

COMPANY HISTORY:

JOB OPENINGS: *(These jobs may not necessarily be open at this time)*

POSITION

EDUCATION

SALARY

ASSOCIATE PRODUCER/
RESEARCHER-DOCUMENTARY

EDUCATION & TRAINING :BA OR 2 YRS RELATED EXPERIENCE
AND/OR TRAINING, OR EQUIVALENT COMBINATION OF EDUCATION
& EXPERIENCE



UPDATE!!

May 7, 2008

Press Release
For Immediate Release

Information Contact: Becky Manor, Plattsburgh-North Country Chamber of Commerce 518-563-1000

The Plattsburgh-North Country Chamber of Commerce JOB FAIR will be on May 7th at the Comfort Inn in Plattsburgh in the Ballroom. The Job Fair is sponsored by The Plattsburgh-North Country Chamber of Commerce, OneWorkSource, Hall Communications, Hometown Radio and JSEC. The fair will give local people the opportunity to find out what jobs are available in our region.

Local companies will have representatives on hand to accept resumes, give out applications, set up interviews, and/or talk about career opportunities with their organization. Many organizations will be there including:

Adirondack Medical Center
Advocacy and Resource Center
AFLAC New York
ALDI
Atlantic Testing Labs, Ltd.
Bombardier Transportation
CVPH Medical Center
Elizabethtown Community Hospital
ETS, Inc.
Fidelis Care New York
Hall Communications
Hometown Radio, Inc.
Manpower
Mold-Rite Plastics, Inc.
Mountain Lake PBS
Mountain Valley Teleservices
NOVA BUS
NYCO Minerals Inc.
One WorkSource Business & Employment Ctr
ORC MACRO International
Plattsburgh-North Country Chamber of Commerce
PrimeLink Inc.
Residential Resources
Starbucks Coffee
United States Postal Service
US Customs and Border Protection
Vermont Air National Guard
Westaff
Woodmen of the World Life Ins.
WPTZ-TV

The Job Fair is free to attend. Booths are still available. The event will be held on Wed., May 7th at the Comfort Inn in Plattsburgh. It will begin at 4p.m. and end at 8pm. For more information, contact the Plattsburgh-North Country Chamber of Commerce at 518-563-1000.

Homes of:

North Country
Small Business
Council

Adirondack Coast
Visitors & Convention
Bureau

North Country
Industrial Council

Quebec-New York
Corridor Coalition

New York's
Tech Valley

S.C.O.R.E.

Essex County
Business Council

Plattsburgh-
North Country
Service Corp.

Serving:

Clinton
Essex
Franklin
Warren
Hamilton
Southern Québec



ACCREDITED
U.S. CHAMBER OF COMMERCE

A Strong Partner for Strong Business in the North Country

P.O. Box 310, 7061 Rt. 9, Plattsburgh, NY 12901-0310 Tel: 518-563-1000 Fax: 518-563-1028
Email: chamber@westelcom.com Web Site: northcountrychamber.com
Lake Placid Office: 216 Main St., Lake Placid, NY 12946 Tel: 518-523-4906 Fax: 518-523-2605

.isa Hoff

From: Sharlene Petro-Durgan
Sent: Friday, May 02, 2008 11:58 AM
To: Lisa Hoff
Subject: FW: Job Fair -May 7th

fyi

Sharlene

From: Becky Manor [mailto:beckym@northcountrychamber.com]
Sent: Friday, May 02, 2008 11:31 AM
To: Sharlene Petro-Durgan
Subject: Job Fair -May 7th

***WOULD YOU LIKE A LITTLE MORE
EXPOSURE AT THE JOB FAIR....
AND OTHER CHAMBER EVENTS?***

**If so, then donate some pens to the registration tables for
the Job Fair?**

**If anyone would like to donate some pens to the event. That
would be fantastic! Please bring them with you to the event
and we will use them at the registration tables and any other
Chamber events in the future.**

Also, Just a Reminder!!

**The Job Fair is Wednesday, May 7th @ the Comfort Inn from 4pm-
8pm.**

**Set up will be from 12:00 pm to 4:00 pm on Wednesday afternoon.
A Deli Buffet (\$15 per person) will be available for exhibitors who
pre-order.**

**Coffee & water will be available.
Each booth will have a six-foot table & two chairs.**

**If you have any questions regarding the Job Fair, please let me
know!**

JOB FAIR

Wednesday, May 7, 2008
@ the Comfort Inn & Suites
In the Ballroom
Route 3, Plattsburgh

4pm - 8pm

Registration on/before 4/18/08 for Plattsburgh-No Co Chamber Members \$130 and Non-members \$225
Registration after 4/18/08 for Plattsburgh-No Co Chamber Members \$230 and Non-members \$325

***Refreshments will be served for all exhibitors
sponsored by:***



A deli buffet will be available for exhibitors who pre-order. Meal tickets will be given to those who pre-order. To be served will be sandwiches, salads, chips and dessert. The cost per person is \$15.

Please specify below your choice:

☒ Yes, please charge me for 2 meals at \$ 15.00 each.
(# of meals) (x \$ 15.00)
☐ No, I will not be having a meal at the event.

Names of attendees who will be using the meal tickets:

Charlene Petro-Dürgan
Lisa Hoff

For more information, contact Beeks at the Chamber at (818) 563-1000.

Enregistré au greffe de la Cour (518) 563, 1978

✓ Yes! I would like to participate in the Plattsburgh-North Country Chamber of Commerce Job Fair on Monday, September 10, 2018 at 10:00 AM.

Name Charlene Petro-Durgen

Name Lisa Hoff

Company Mountain Lake PLS

Address Che Se Seung Street

Plattsburgh N.Y. 12901

Phone 518-513-9770

Fax 518 561-1928

E mail ihoff@mlpds.org

MasterCard ☐ Visa ☐ Amex ☐ Discover ☐

Please charge my credit card \$ _____

Card number _____ Exp date / / Zip code _____

I'll send a check \$ _____ Please bill me \$ 160

Lisa Hoff

From: Sharlene Petro-Durgan
Sent: Friday, February 15, 2008 4:55 PM
To: Lisa Hoff
Subject: RE: Register Today for the Job Fair!

Sure! Why not!

Sharlene

From: Lisa Hoff
Sent: Friday, February 15, 2008 3:20 PM
To: Sharlene Petro-Durgan
Subject: FW: Register Today for the Job Fair!

Are we going to this one?

From: Becky Manor [mailto:chamber@westelcom.com]
Sent: Friday, February 15, 2008 3:04 PM
To: mlpbs
Subject: Register Today for the Job Fair!



Are you looking for employees for your organization?

Would you like an opportunity to meet with many applicants in just one day?

Do you want possible future employees to know about the career opportunities you offer?

Then you don't want to miss this opportunity!

***Participate in the
 Plattsburgh-North Country Chamber of Commerce, New York State Department of Labor/OneWorkSource,
 Hall Communications, Hometown Radio and JSEC Inc.***

CERTIFICATE OF COMPLIANCE

The New York State Broadcasters Association, Inc.
"Broadcasting Career Fair"

This will certify that

Mountain Lake PBS

Was a Co-Sponsor of the Broadcasting Internet Career Fair in March 2008.

The station(s) promoted the event by broadcasting announcements over the two weeks prior to the event. Station personnel participated on the Publicity and Implementation Committees. And, on the day of the event, station personnel interviewed attendees.

April 2, 2008



Richard D. Novik
Senior Vice President
NYSBA, Inc.
1805 Western Avenue
Albany, NY 12203
(518) 456-8888
www.nysbroadcasters.org



THE CAREER DEVELOPMENT CENTER
DIVISION OF STUDENT AFFAIRS

Kehoe Administration Building, 202
101 Broad Street
Plattsburgh, NY 12901-2681
Tel: 518-564-2071
Fax: 518-564-5080
www.plattsburgh.edu

March 26, 2008

Sharlene F. Petro-Durgan
Business Manager
Mountain Lake PBS
One Sesame St.
Plattsburgh, NY 12901

Dear Ms. Petro-Durgan:

This letter is to confirm your registration for Career Night 2008, which will be held on Thursday, April 3 in the Angell College Center Ballrooms from 7:00 – 9:00 p.m. at Plattsburgh State University.

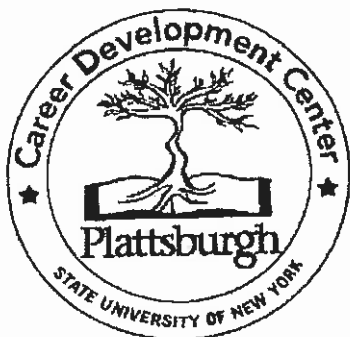
We look forward to your participation.

Sincerely,

A handwritten signature in cursive script that reads "Maureen Lavigne".

Maureen Lavigne
Office Manager

Plattsburgh
STATE UNIVERSITY OF NEW YORK



**CAREER
DEVELOPMENT
CENTER**

Kehoe Building 202
101 Broad Street
Plattsburgh, NY 12901

Phone: 518-564-2071
FAX: 518-564-5080
career@plattsburgh.edu
www.plattsburgh.edu/
studentlife/careers/

**CAREER NIGHT
XXXII**

Take advantage of this opportunity to:

- be our guest at an excellent meal in the company of faculty, staff, and fellow employer representatives
- meet qualified Plattsburgh State students and graduates
- share information about your field and organization
- explore the possibilities of expanding your workforce

DATE:

Thursday, April 3, 2008

TIME:

4:30 PM - 9 PM

LOCATION:

**SUNY Plattsburgh
Angell College Center**

REGISTRATION FEE:

\$60.00

*(Includes 6 ft table and dinner for 2 representatives.)
Additional representatives may attend for a fee of \$15 each.*

SCHEDULE OF EVENTS

(All events will take place on the 2nd floor of the Angell College Center.)

3:30 PM - 6:45 PM ~ Registration/Set-Up

4:30 PM - 5:30 PM ~ Reception/Social Hour for Employers in the Alumni Conf. Room

5:30 PM - 6:45 PM ~ Buffet Dinner for Representatives in the Cardinal Lounge

7 PM - 9 PM ~ Career Fair - "The Big Event" - in the Warren Ballrooms

GLENS FALLS HOSPITAL

100 Park Street
Glens Falls, NY 12801
Phone: 518.926.3404 FAX: 518.926-3406
swyman@glensfallshosp.org
www.glensfallshospital.org

Contact/Representatives:

Susan Wyman, Nurse Recruiter
Patricia Morehouse RN, Cardiology Educator

Position Types:

Full-time, Part-time, Summer

Majors/Titles:

Nursing

HEBER ASSOCIATES, INC.

420 Quaker Road, P.O. Box 4744
Queensbury, NY 12804
Phone: 518.793.2727 FAX: 518.793.3989
sheber@heberassociates.com
www.heberassociates.com

Contact/Representatives:

Stephanie Heber, Manager
Maria Drew, Employment Coordinator

Position Types:

Full-time, Part-time, Summer, Internship

Majors/Titles:

All Majors

KINNEY DRUGS

520 E. Main St.
Gouverneur, NY 13642
Phone: 518.643.9500
dalemyatu@kinneydrugs.com
www.kinneydrugs.com

Contact/Representatives:

George Gleason, Store Manager
Dave South, Store Manager

Position Types:

Full-time

Majors/Titles:

All majors

MEDISCA INC.

661 Route 3, Unit C
Plattsburgh, NY 12901
Phone: 518.563.4636 FAX: 518.563.5047
jpinsky@medisca.com
www.medisca.com

Contact/Representatives:

Jennifer Pinsky, HR Manager
Yigang Song, QC Manager

Position Types:

Full-time

Majors/Titles:

Science

MOMOT TRAILER SALES, INC.

240 Tom Miller Rd.
Plattsburgh, NY 12901
Phone: 518.563.1983
FAX: 518.561.4355
jl@momot.com
www.momot.com

Contact/Representatives:

John LaBarge, Sales Manager
John Momot, Owner

Position Types:

Full-time, Part-time, Internship

Majors/Titles:

All majors

MOUNTAIN LAKE PBS

One Sesame Street
Plattsburgh, NY 12901
Phone: 518.563.9770, Ext. 102
mlpbs@mountainlake.org
www.mountainlake.org

Contact/Representatives:

Lisa Hoff, Executive Assistant
Sharlene F. Petro-Durgan ('90), Business Manager

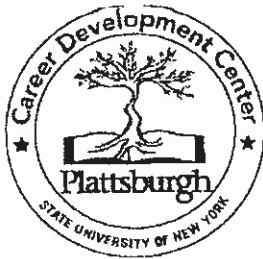
Position Types:

Full-time, Internship

Majors/Titles:

Communication, Marketing, Education

text from the booklet



**CAREER
DEVELOPMENT
CENTER**

Kehoe Building 805
101 Broad Street
Plattsburgh, NY 12901

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career@plattsburgh.edu
www.plattsburgh.edu/
studentlife/careers/

**CAREER NIGHT
XXXIII**

Take advantage of this opportunity to:

- be our guest at an excellent meal in the company of faculty, staff, employers and other representatives
- meet qualified Plattsburgh State students and graduates
- share information about your field and organization
- explore the possibilities of expanding your workforce

DATE:

Thursday, April 2, 2009

TIME:

4:30 PM - 9 PM

LOCATION:

**SUNY Plattsburgh
Angell College Center**

REGISTRATION FEE:

\$60.00

(Includes 6 ft. table and dinner for 2 representatives.)

Additional representatives may attend for a fee of \$15 each.

SCHEDULE OF EVENTS

(All events will take place on the 2nd floor of the Angell College Center.)

3:30 PM - 6:45 PM ~ Registration/Set-Up—Warren Ballroom entranceway

4:30 PM - 5:30 PM ~ Reception/Social Hour—Alumni Conference Room

5:30 PM - 6:45 PM ~ Buffet Dinner—Cardinal Lounge

7 PM - 9 PM ~ Career Fair "The Main Event"—Warren Ballroom

text from the booklet

MOUNTAIN LAKE PBS

One Sesame Street
Plattsburgh, NY 12901
Phone: 518.563.9770, Ext. 102
FAX: 518.561.1928
mlpbs@mountainlake.org
shardenep@mlpbs.org
www.mountainlake.org

Contact/Representatives:

Sharlene F. Petro-Durgan ('90), Director of
Finance & Administration
Lisa Hoff, Executive Assistant

Position Types:

Full-time, Internship

Majors/Titles:

Communication, Marketing, Education

NEW YORK STATE DEPT. OF TAXATION & FINANCE

Capital Region Office – Wade Rd.
Misc. Tax Section
Albany, NY 12227
Phone: 518.389.4889 FAX: 518.485.5262
Lawrence_Mele@tax.state.ny.us
www.tax.state.ny.us

Contact/Representatives:

Lawrence Mele, Tax Auditor III
Derrick Harper, Tax Auditor I
Brendan Samago ('06), Tax Auditor I

Position Types:

Full-time

Majors/Titles:

Accounting

NEW YORK STATE POLICE

P.O. Box 100, #1097 State Route 86
Ray Brook, NY 12977-0100
Phone: 518.897.2055
breccruit@troopers.state.ny.us
www.nytrooper.com

Contact/Representatives:

Tpr. Bernard Bullis, Recruitment Officer
TBD

Position Types:

Full-time

Majors/Titles:

Criminal Justice, Education, English, Math,
Computer Science, Physical Education

NINE PLATT HOSPITALITY GROUP

P.O. Box 1278, 446 Rt. #3
Plattsburgh, NY 12901
Phone: 518.561.8383 Ext. 104
FAX: 518.561.8957
juliek@nineplatt.com
www.nineplatt.com

Contact/Representatives:

Julie Kramer ('99), Vice President
Jodie Nephew ('04), Front Desk Manager
Joshua Kretser, General Manager

Position Types:

Full-time, Part-time

Majors/Titles:

Hotel Restaurant Tourism

NORMANDIE BEACH CLUB

96 Furnace Point Road
Westport, NY 12993
Phone: 518.962.4750 FAX: 518.962.2050
info@normandiebeachclub.com
www.normandiebeachclub.com

Contact/Representatives:

Waldemar & Molly Kasriels, Owners

Position Types:

Summer

Majors/Titles:

HRT; sailing instructor, waiters, housekeepers

**Training for Staff Development and Station Personnel
and Management Training on Employment Matters**

Lisa Hoff

Subject: Team Building Employee Event
Location: One Sesame Street

Start: Fri 10/10/2008 8:30 AM
End: Fri 10/10/2008 12:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Required Attendees: Rhonda Santos; Conference Room; Alice Recore; Lisa Hoff; Kris Miller; Pam Jozwiak; Sharlene Petro-Durgan; Toni Mikuika; Jennifer Kowalczyk; Thom Hallock; Sophie Mitsoglou; Charlie Zarbo; Tom Rogers; Carter Germain; Colin Powers; Andrew La Fontaine; Jared Stanley; Karin O'Connell; Jane Owens; Zach Kowalczyk; Paul Hameline; Yvonne Stoute; Laurie Atwood; Derek Mulrden; Paul King; Paul Larson; Cody Rasco; Earl Baucom; Damian Panetta; Frank Christopher; Aubrey Bresett; Matthew Curry

Importance: High

Greetings! You are invited, and asked to attend, a "Team Building" employee event to be held at the station on the morning of Friday, October 10th - the agenda below is a tentative outline for your reference:

8:30 AM This event will kick-off with breakfast items for staff at 8:30 a.m. served in the Conference Room.

9:00 AM - 12:30 PM Breakfast will be followed by fun, fearless "Team Building" activities lead by local facilitator, Dave Manney.

12:30 PM Team Building activities will be followed by lunch items for staff around 12:30 p.m., again served in the Conference Room.

"Team Building" activities include Dave Manney's various light-hearted, yet fun and effective, games and problem solving exercises. Exercises may involve standing, very light walking, bending, etc.

This "Team Building" event serves as **celebration** for getting through year one of the station's, our, strategic plan!

Shelene

4/21

Managing Generational Trends

Finding and Keeping Good People in Your Workplace



Tuesday, April 29th

8:30am-Noon

Burgundy Room, Route 3 in Plattsburgh

\$10 for EAS employers

\$20 for other organizations

Materials and Light refreshments included

- Younger generations test the traditional ways businesses promote and develop leaders—are you prepared?
- Learn tips on how to use the generation gaps to your advantage.
- Discover the new challenges and opportunities when people of different values, trends and technologies come together in your workplace



a program of
BEHAVIORAL HEALTH SERVICES NORTH

a United Way Agency serving our community since 1874
www.bhsn.org

For reservations: 563-8293 or 1-800-724-0747
prior to Noon on April 21st.

Linda

Provide professional development opportunities.	Create a method for researching internal department or individual professional development needs. (Business Manager)	TBD	Training list created.	Will use performance build training list. staff once complete additions or changes
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What are the Benefits of Attending this Conference?

Attending this conference will help
your organization engage your work-
force with tools and information to:

- Manage and motivate talent
- Engage all employees for a productive work environment
- Align benefits with the needs of each generational group



Employee Assistance Services

Plattsburgh * Malone
Saranac Lake * Westport

Questions?

eamail@bhsn.org

a program of

BEHAVIORAL HEALTH SERVICES NORTH



a United Way Agency serving our community since 1874

www.bhsn.org

MANAGING GENERATIONAL TRENDS



Employee
Assistance Services




*Finding and
Keeping Good
People in Your
Workplace*

April 29th



8:30-Noon

The Burgundy Room
Route 3 in Plattsburgh



Generational Trends

Finding and Keeping Good People
in your Workforce

GOES
A part of the national set
BEHAVIORAL HEALTH SERVICES NORTH
www.bhs.org

What is a Generation?

- A society-wide peer group, born over a period of time roughly the same length as the passage from youth to adulthood, who collectively possess a common personality
- Sociology studies have noted that your values & psyche are established by age 15 (approximately at high school), but ..
- Current studies show that age 35 is a marker in many (perpetuated adolescence) *
- Delayed career, marriage, childbirth

The 3 Truths

- Formative years mold core values.
- Four workplace generations:
 - Traditional/Matures/G.I.
 - Boomers
 - Gen X
 - Millennials - Gen Y
- Generational values guide decisions/choices
- An old proverb states that "people resemble their times more than they resemble their parents."

The Traditional Generation

(Born before 1946)

60s & 70s

- Consists of around 52 million people
- Also known as the Matures, the Veterans, the Silent Generation, the Greatest Generation and the Builder Generation
- These older Americans hold 1/4 of the nation's wealth and are the executive leaders of some of the most established and influential companies in America

Characteristics

Traditional Generation Workers

● Values

- Believe in conformity, authority and rules
- Believe in logic
- Very defined sense of right and wrong
- Loyalty and respect for authority

● Attributes

- Disciplined
- View an understanding of history as a way to plan for the future
- Dislike conflict (hold inside)
- Detail oriented

Work Style of Traditional Workers

● Work Style

- Consistency and uniformity
- Seek out technological advancements
- Command-and-Control leadership reminiscent of military operations
- Prefer hierarchical organizational structures and will continue to view horizontal structure in a hierarchical way
- Loyal, hard workers, reliable, "no nonsense"

**Motivation
of Traditional Workers**
Try motivating this generation by:
Using personal touch
Providing a reward or perks system
Showing respect for their experience
and perseverance
Asking their opinion on what has worked
well

**Achieving the Best Performance
From the Traditional Generation**
Professional Development
- technology
- stress-free training

The Baby Boomer Generation (Born 1946-1964)

- Consist of about 78 million people
- With increased educational, financial and social opportunities, the Boomer Generation is often portrayed as a generation of optimism, exploration and achievement

Characteristics of Baby Boomer Workers

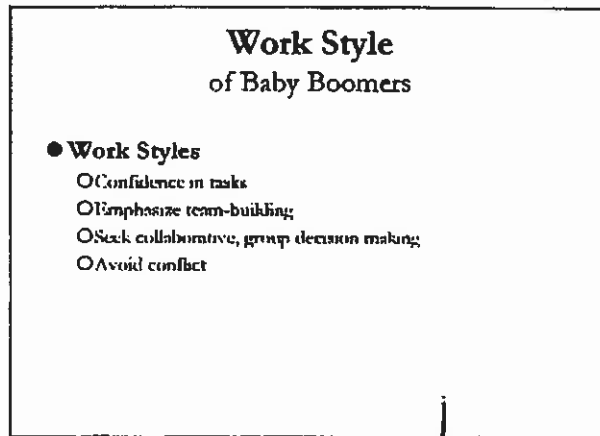
● Values

- Individual choice
- Community involvement
- Prosperity
- Ownership
- Self-actualizing
- Health and wellness

● Attributes

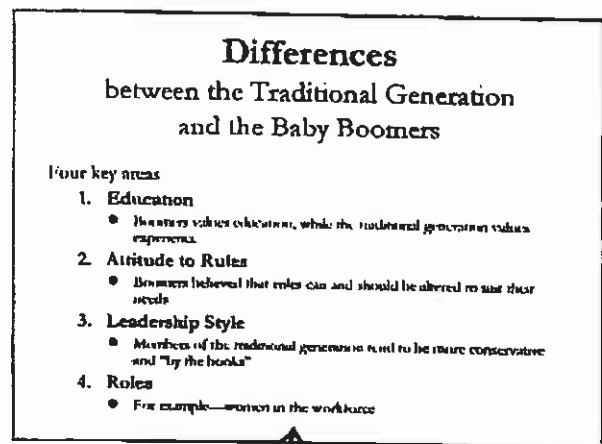
- Adaptive
- Goal-oriented
- Focus on individual choices and freedom
- Adaptive to a diverse workplace
- Positive attitude

**Key Events
Shaping the Baby Boomers' Personality**
Civil Rights Campaign
Assassination of President Kennedy
The Vietnam War
Moon Landing



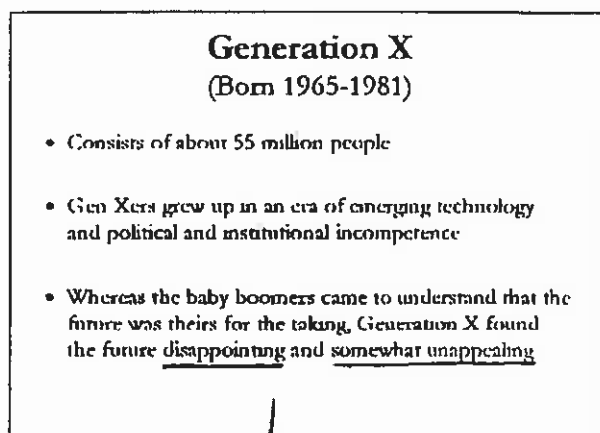
Motivation

Opting for personal touch
Recognizing their working publicly
Reward

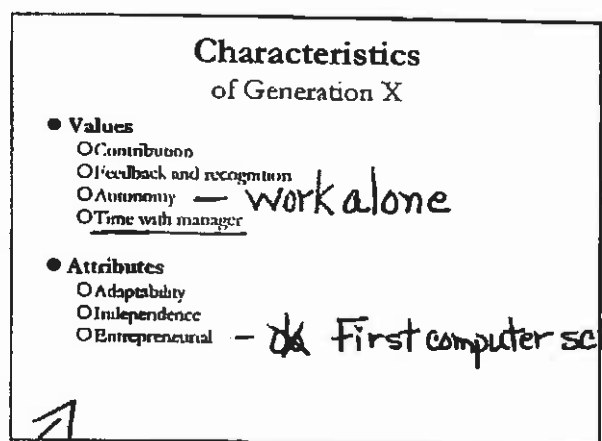


Achieving the Best Performance

Providing opportunities for them to develop all of their skills—wh person
Providing training in interpersonal skills



Key Events



56

with key kids generation

The Women's Liberation Movement
Watergate - Created a mistrust of authority
Energy Crisis
Challenger Shuttle Disaster

Boomers - Workaholics

Generation X Work Style

- High-quality end results
- Productivity
- Balance between work and life—work to live not live to work
- Flexible work hours/job sharing appealing
- Free agents (hard to 'manage')
- See self as a marketable commodity
- Comfortable with authority but not impressed with titles
- Technically competent
- Internal promotion
- Ethic diversity

Want Stability

Differences

between the Baby Boomers and Gen Xers

- **Attitudes**
 - Baby boomers are optimistic and have a positive world view
 - * Gen Xers do not have as much faith in the world and the institutions that govern it. They are often characterized as skeptical
- **Authority**
 - * Gen Xers are unimpressed and not intimidated by authority
 - Boomers rebel against it
- **Stability and Change**
 - * Gen Xers are used to a fast pace and constant change
 - Boomers accept change, but maintain a desire for stability

Love Char

Motivation
of Gen Xers

{ Freedom
Constructive Feedback
numerous projects
latest technology
variety of training
online training
Keep training brief and to the point

between the Baby Boomers and Gen Xers

- **Work Ethic**
 - Boomers live to work, while Gen Xers work to live
- **Leadership Style**
 - Boomers like to see themselves in leadership roles because this confirms their status and success in the workplace
 - Gen X leaders tend to be competent, direct and fair, but their honesty can be harsh for new or young employees

Millennials

(Born 1981-1999)

Adam Christina
1984 1994

"WHY"

- Consists of about 81 million people
- Also referred to as the Echo Boomers, Millennial Generation, E-Generation, Generation 'Why', Net-Geners, Nexters, etc
- Have grown up in an era of technology
- Millennials are now entering the workforce and will shape and transform your organization
- Whereas Baby Boomers saw the future as theirs and Generation Xers found the future disheartening, these young workers question whether they will have a future.

Key Events
Shaping the Millennial Personality
September 11, 2001

The advent of cellular telephone:

Like the
4 day work
week

Boomers
like to lead

Tattoos
Piercings
Stuff

Orientation
"not understood"

Characteristics of Millennials

- **Values**
 - Self-expression is more important than self-control
 - Marketing and branding self is important
 - Violence is an acceptable means of communication
 - Love being poorer—this is related to lifestyle, enjoyment, not wealth
 - Respect must be earned, it is not freely granted based on age, authority, or title
- **Attributes**
 - Adapt rapidly
 - Love change and challenge
 - Create constantly
 - Exceptionally resilient
 - Committed and loyal when dedicated to an idea, cause, or product
 - Accept others of diverse backgrounds easily and openly
 - Global in perspective

Work Style of Millennials

- Want to know how what they do fits into the big picture and need to understand how everything fits together—want to effect change and make an impact
- View their work as an expression of themselves, not as a definition of themselves
- Exceptional multi-taskers—need more than one activity happening at a time
- Seek active versus passive involvement
- Less likely to seek managerial or team leadership position that would compromise life outside of work
- Seek flexibility in work hours and dress code
- Seek a relaxed work environment—bright colors, open seating, personal touches

Work Style of Millennials

- Expect corporate social responsibility and will not work for, or purchase products from, organizations that are not socially responsible
- Seek work in teams
- Seek continuing learning and will take advantage of training made available to them
- Want everything instantly—everything now
- Effort can be separated from reward—there is no such thing as pay for performance
- Feeling of entitlement
- Seek to balance lifestyle and work, with more focus on lifestyle

Conflict

Traditional	Boomer	Gen X	Millennial
Hard Work	Experienced	Pragmatic	Rebels to brands
Date to Country	Rules aren't for us	Skips rules	Pre-affluent
Community	Get what we deserve	Resourceful	Outgoing Older Younger
Sacrifice for	Growing focus on	Balance of Life	More driven mentality
Teamwork Control	convenience		
Control vs. Bad	Retired - not retired	Contractually oriented (quits)	Technology answers for everything
Disloyalty	Nostalgia	Past-focused	Expect theories
Respect for Authority	Invented the credit card	Control is an illusion	Conflicting struggle with ethics
Direct	No longer on cutting edge (age)	Can give a fresh aspect (A/D)	
management	Good team players		

* I suspect financial debt of our generation

Result is the reward!
I'm here!

Achieving the Best Performance From Millennials

- Large teams
- Strong team leaders
- Training - e-learning
- Mentor system
- Structure and supervision

Mentor System

Case Studies

- Blue
- Green
- Salman *

Recruitment

- Prevent "brain drain."
- The time to start acting is now. Approaching recruiting from a generational perspective can minimize the impact of the coming labor shortage.
- We need to enforce clear expectations along with thoroughly screening applicants.
- Transient careers.
- Engage them from the get-go and help them understand the critical role they play within the organization.

Recruitment

Generational points to consider

- Understand your own generation's preferences, goals, and values, and try to learn about the preferences, goals, and values of the other three generations currently in the workforce;
- Try to listen to the individual candidate's own personal preferences, goals and values;
- Dig deeper and ask questions if a candidate's answer fits too closely within a generational profile (for example, if a Traditionalist or older Baby Boomer says she wants security from her job, ask her what she means by that);
- Promote the features and benefits of your company that fit the generational preferences (for example, talk to Millennials about how they can advance and take on more responsibility at your company).

The Core

- Meaningful communication
- Problems are the same – the tools are changing
- As managers we need to pause, we need to listen, we need to give younger generations the time to be engaged


Wednesday, May 28

7:30 a.m. – 5:30 p.m.
Conference Registration
Pacific Foyer

8:00 a.m. – 5:00 p.m.
Vendor Showcase
Las Vegas 1

8:00 – 9:15 a.m.
Breakfast with Neal Shapiro
Pacific Ballroom
Underwritten by Tidriwen/WNET

9:15 – 9:30 a.m.
Travel Break
Las Vegas 1

9:30 – 10:30 a.m. [Concurrent Sessions]
 **Datatcasting Application for Public Service & Revenue Generation**
Las Vegas 4

Since 9-11, Vegas PBS has worked steadily to develop relationships with first responders, government officials, and business owners to coordinate data needed in a school or community emergency. A business plan that offers a fixed amount of DTV spectrum in exchange for a monthly fee with the promise of unlimited access to DTV bandwidth in an emergency has received strong support.
Producer: Cynthia M. Dobek, Nevada Public Radio, Las Vegas, NV
Presenter: Tom Astall, Vegas PBS, Las Vegas, NV

 **Excellence in Supervision**
Las Vegas 6

In this session, participants will be introduced to a model of supervision that directly improves bottom line results. This model will guide supervisors to identify expected results, clarify employee behaviors that drive those results (key performance indicators), understand why employees don't always display expected behaviors, and execute the appropriate leader behaviors to help employees meet expectations. Participants will ultimately be able to show a clear connection between their interactions with employees and bottom line results.
Producer: Esperanza Flury, WXPB, Philadelphia, PA
Presenter: Randy Christensen, Performance Driven Learning, Mount Gilead, VA

Learning Objectives:

- ✓ Implement a model of supervision
- ✓ Communicate clear expectations to their employees
- ✓ Identify performance areas for employees to improve
- ✓ Execute appropriate behaviors to improve employee performance

Course Level: Intermediate • **Instructional Method:** Group/Live

Prerequisite: Basic management skills • **CPE Credits:** 1

Field of Study: Management Advisory Services

 **HR as a Strategic Partner**
Las Vegas 3

In order to be competitive, companies today require a strategic approach to human resources. Learn what being "strategic" means and how to change the human resources mindset from administrator and enforcer, to strategic supporter of the common mission and goals of the organization.

Producer: Cynthia M. Dobek, Nevada Public Radio, Las Vegas, NV

Presenter: Mary Beth Hurlbush, J.D., SPHR-CA, PRISM Human Resource Consulting Services, LLC, Henderson, NV

Learning Objectives:

- ✓ Understand the role of a strategic HR professional
- ✓ Learn how to develop a strategic mindset within your own organization

Course Level: Intermediate • **Instructional Method:** Group/Live

Prerequisite: General knowledge of HR management practice

CPE Credits: 1 • **Field of Study:** Specialized Knowledge and Applications

 **Keeping Up-to-Date with CPB Using ISIS**
Las Vegas 2

CPB's Integrated Station Information System (ISIS) combines the CSG Legal Forms, AFR/FSR, SABS and SAS surveys into one online portal. This workshop will review the basic functionality of the site, but will spend more time detailing the administrative processes, deadlines, and reporting criteria necessary to ensure that your station receives its grants in a timely manner. Don't miss this opportunity to review the steps necessary to keep CPB funds flowing to your station.

Producer: Sean Simplich, CPB, Washington, DC

Presenters: Damon Frazier, BI Solutions Group, LLC, Washington, DC

Sean Simplich, CPB, Washington, DC

Learning Objectives:

- ✓ How to navigate within the ISIS application
- ✓ How to complete the necessary certification and submission to ensure timely fund disbursement
- ✓ Review the CPB CSG cycle and understand who at the station is responsible

Course Level: Intermediate • **Instructional Method:** Group/Live

Prerequisite: Some experience with CPB reporting

CPE Credits: 1 • **Field of Study:** Specialized Knowledge and Applications

 **Revenue Models for Underwriting Packages**
Las Vegas 5

Session will cover packaging concepts for public radio and TV to help you maximize your station's inventory, and therefore, revenue. The session will explain how to maximize all your station's inventory including on air, web, member magazines, station events, challenge grants, and more. You will leave with specific examples of how to package, position, and manage.

Producer: Esperanza Flury, WXPB, Philadelphia, PA

Presenters: Kirk Nelson, Public Radio Partners, Phoenix, AZ

Jim Tasarek, Public Radio Partners, Phoenix, AZ

Sharlene Petro-Durgan

From: Darlene Amick [Darlene@netsonline.org]
Sent: Thursday, July 10, 2008 2:45 PM
To: [REDACTED] Sharlene Petro-Durgan; [REDACTED]
Cc: [REDACTED]
Subject: PBMA Telephone Toolkit, July 17, 2008 @ 2:00 PM ET

This is to confirm your registration for the PBMA Telephone Toolkit "Fair Labor Standards Act (FLSA)." The call is scheduled for Thursday, July 17 @ 2:00 PM ET. I will send the phone number for the call and any handouts next week.

Thank you for your participation and support of PBMA!

Darlene Amick,
PBMA
939 South Stadium Road
Columbia, SC 29201
803.799.5517 ext. 125
FAX 803.771.4831
[REDACTED]
www.pbma.org

Save the dates!
2009 PBMA Conference
May 26 - 29 In Tampa

7/11/2008

Sharlene Petro-Durgan

From: Darlene Amick [Darlene@netaonline.org]
Sent: Friday, June 20, 2008 3:42 PM
Subject: PBMA Telephone Toolkit - July 17 @ 2:00 PM
Importance: High



Continuing professional education
Fair Labor Standards Act (FLSA)
July 17 at 2:00 pm ET

PBMA Telephone Toolkits are audio seminars that deliver up-to-the-minute information and live interaction with experts in a variety of areas.

What do PBMA Toolkits cost?

\$ 125 per site for PBMA members;
\$ 225 per site for non-members.
"Per site" registration means your work group can participate via speakerphone for just one fee.

2008 Lineup

September
Financial Management
for Experienced
Managers

October
Teambuilding

[Back to Toolkits](#)

The goal of the 2004 rewrite of overtime regulations under the federal Fair Labor Standards Act was to simplify the classification structure for determining which employees are eligible for overtime pay and which are not.

But the new rules just seemed to make it more confusing. And, if you're like most employers, you've misclassified employees on your payroll. Such errors can have disastrous consequences. . .

* Pacific Bell paid \$35 million to settle a lawsuit alleging engineers were misclassified as professionals exempt from overtime.

* Wal-Mart agreed to pay over \$34 million to settle charges for incorrectly calculating overtime pay.

* Starbucks paid \$18 million to settle lawsuits alleging managers were misclassified as exempt from overtime.

Join us for a thorough web/audio program designed to guide you through FLSA's complex maze and provide you with the information you need to ensure that you are paying your employees correctly.

Presenter: Michael Lorenger (bio)
Lorenger & Carnell, PLC

[Register now](#)

Learning Objectives:

- What the FLSA exemption rules mean, in plain English
- Why "salaried" does not mean "exempt"
- Straight-forward explanations of the tests you must apply
- Keys to structuring job descriptions to protect your exemptions
- When and how you can legally dock an exempt employee's pay

Course Level: Intermediate **Instructional Method:** Group / Live



Prerequisite: Knowledge of employee benefits and salary

CPE Credits: 1 **Field of Study:** Business Law - Employment Law

Public Broadcasting Management Association (PBMA) is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2471. Website: www.nasba.org

Register now

Toolkits homepage

PBMA, 939 South Stadium Road, Columbia, SC 29201 p: 803-799-5517, ext. 123 f: 803-771-4831
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10/10
11/16

Shariene Petro-Durgan

Subject: Team Building Employee Event
Location: One Sesame Street
Start: Fri 10/10/2008 8:30 AM
End: Fri 10/10/2008 12:30 PM
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Required Attendees: Rhonda Santos; Conference Room; Alice ~~Recore~~; Lisa Hoff; Kris Miller; Pam Jozwiak; Shariene Petro-Durgan; Toni Mikulka; ~~Jennifer Kowalczyk~~; Thom Hallock; Sophie Mitsoglou; Charlie Zarbo; Tom Rogers; Carter Germain; Colin Powers; Andrew La Fontaine; Jared Stanley; Karin O'Connell; Jane Owens; Zach Kowalczyk; Paul Hameline; Yvonne Stouts; Laurie Atwood; Derek Muirden; Paul King; Paul Larson; Cody Rasco; Earl Baucom; Damian ~~Panetta~~; Frank Christopher; Aubrey Breseit; Matthew Gurny
Importance: High

Greetings! You are invited, and asked to attend, a "Team Building" employee event to be held at the station on the morning of Friday, October 10th - the agenda below is a tentative outline for your reference:

8:30 AM This event will kick-off with breakfast items for staff at 8:30 a.m. served in the Conference Room.

9:00 AM - 12:30 PM Breakfast will be followed by fun, fearless "Team Building" activities lead by local facilitator, Dave Manney.

12:30 PM Team Building activities will be followed by lunch items for staff around 12:30 p.m., again served in the Conference Room.

"Team Building" activities include Dave Manney's various light-hearted, yet fun and effective, games and problem solving exercises. Exercises may involve standing, very light walking, bending, etc.

This "Team Building" event serves as celebration for getting through year one of the station's, our, strategic plan!

Sharlene Petro-Durgan

From: Stacey Carroll [GoToWebinar.Notifications@citrixonline.com]
Sent: Tuesday, March 10, 2009 11:36 AM
To: Sharlene Petro-Durgan
Subject: Reminder : Your Webinar is on Tuesday, March 10, 2009 1:00 PM - 2:00 PM EDT

Mission Impossible: Managing and Mitigating Internal Pay Issues

JOIN WEBINAR

Join us on Tuesday, March 10, 2009 1:00 PM - 2:00 PM EDT

Dear Sharlene,

This message is to remind you that the following Webinar will take place Tuesday, March 10, 2009 1:00 PM - 2:00 PM EDT.

Mission Impossible: Managing and Mitigating Internal Pay Issues

1. Click here to join:

<https://www1.go2meeting.com/join/520862842/106816385>

This link should not be shared with others; it is unique to you.

2. You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

Or, you may select Use Telephone after joining the Webinar.

United States: 773-645-1011
Access Code: 580-614-142;
Audio PIN: Shown after joining the Webinar

Webinar ID: 520-862-842

Please send your questions, comments and feedback to: staceyrc@payscale.com

System Requirements

PC-based attendees

Required: Windows® 2000, XP Home, XP Pro, 2003 Server, Vista

Macintosh®-based attendees

Required: Mac OS® X 10.4 (Tiger®) or newer

Read our [Audio Checklist](#) for tips on using your computer's microphone and speakers with GoToWebinar

[Add to your Outlook calendar](#)

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3/10/2009

Sharlene Petro-Durgan

From: Nate Basich [nateb@payscale.com]
Sent: Wednesday, March 04, 2009 5:01 PM
To: Sharlene Petro-Durgan
Subject: Complimentary Webinar Mar. 10 - Managing and Mitigating Internal Pay Issues



Dear Sharlene,

Compensation benchmarking provider **PayScale** is delighted to invite you to our upcoming, complimentary webinar "***Mission Impossible: Managing and Mitigating Internal Pay Issues.***" Join us for this hour long webinar at 10:00 am PST on Tuesday, March 10th. Register [here](#)!

Mission Impossible: Managing and Mitigating Internal Pay Issues

While the majority of HR leaders agree that their compensation plans should reflect the experience, performance and value differences - between employees in similar roles as well as across the organization - few have the luxury of compensation structures free of pay inequities. The challenges for HR are to redress inequities when possible and prepare themselves and hiring managers for difficult conversations. Recent shifts in the world economic situation, as well as recent pay acts in the United States have made this topic extremely timely for HR practitioners.

This webinar has been approved for 1.0 credit towards HRCI re-certifications and 1.5 credits towards CHRP recertification.

Please join us for the webinar on Tuesday, March 10 at 10:00 am PST.

To register, please visit this link:

<https://www1.gotomeeting.com/register/520862842>

After registering you will receive a confirmation email containing information about joining the webinar. You will have the option to listen via telephone or for free with VoIP. We hope you can join us.

Sincerely,

Nate Basich
Account Executive
PayScale, Inc.
nateb@payscale.com
1.888.699.0702

This email was sent by: **PayScale**
315 Fifth Avenue South, Suite 700 Seattle, Wash., 98104, USA

[Update Profile](#) | [Unsubscribe](#)

Thank you for registering

Registration Complete 

You have successfully registered for the following Webinar:

Mission Impossible: Managing and Mitigating Internal Pay Issues
Tuesday, March 10, 2009 1:00 PM - 2:00 PM EDT

[Add to your Outlook calendar.](#)

A confirmation email has been sent to you.

1. At the time above, click this link to join the Webinar:

<https://www1.gotomeeting.com/join/520862842/106519385>

This link **should not be shared** with others; it is unique to you.

2. You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

Or, you may select Use Telephone after joining the Webinar.

United States: 773-945-1011
Access Code: 560-914-142

Webinar ID: 520-862-842

System Requirements

PC-based attendees

Required: Windows® 2000, XP Home, XP Pro, 2003 Server, Vista

Macintosh®-based attendees

Required: Mac OS® X 10.4 (Tiger®) or newer

Read our [Audio Checklist](#) for tips on using your computer's microphone and speakers with GoToWebinar.



ONEWORKSOURCE
BUSINESS & EMPLOYMENT CENTER

184 US One • Plattsburgh, NY 12503
tel (518) 561-0420 • fax (518) 561-9568
www.oneworksource.com

To: *Sophie*
From: Donna Roberts
Date: August 20, 2008
Re: 2008 Sweet Program

On behalf of the Clinton County Employment and Training Office/One Work Source, I would like to thank you and your staff for contributing to the success of the 2008 Sweet Program. As a supervisor, your role is extremely valuable and your generosity truly makes a difference in a young person's life.

The 2008 Sweet program employed 142 teens at 60 worksites throughout Clinton County. There were 47 teens with perfect attendance and a retention rate of approximately 90% for the duration of the program!

Enclosed is a certificate expressing our gratitude toward your contribution to the Sweet Program. Your participation is greatly appreciated and I look forward to working with you and your agency next summer!

Enc:

Sweetie Winkette Assignment						
Last Name	First Name	DOB	Age	Sex	Worksite	Worksite Supervisor
[REDACTED]	[REDACTED]	[REDACTED]	15	Female	Mountain Lake PBS	Toni H. Kullka
[REDACTED]	[REDACTED]	[REDACTED]	15	Female	Mountain Lake PBS	Toni H. Kullka
[REDACTED]	[REDACTED]	[REDACTED]	14	Female	Mountain Lake PBS	Karen O'Garra
[REDACTED]	[REDACTED]	[REDACTED]	15	Female	Mountain Lake PBS	Patricia LaRocca
						Andy Blom
						Andy Blom
						Andy Blom

Internships and Practicum Program

Internships

Mountain Lake PBS welcomes interns and practicum students! The station offers internships that expose the learner to a variety of disciplines including production, programming, development, communications, engineering, information technology, outreach and education, as well as many other areas.

If you are interested in an Internship with Mountain Lake PBS, please send your cover letter and resume to the attention of the department director, and mail to:

Mountain Lake PBS
One Sesame Street
Plattsburgh, NY, 12901
Fax: 518-561-1928

Your cover letter should indicate the Internship for which you are interested, the skills you can bring to Mountain Lake PBS and why you are interested in interning with Mountain Lake PBS.

And if you're interested in becoming a volunteer, check out our Volunteering opportunities.

PROGRAM EDITORIAL RESEARCH

Responsible for editorial research and some story development for Mountain Lakes' weekly public affairs program and monthly business program. Basic print or broadcast journalism courses required. Applicant must be curious, have a pleasant telephone manner, ability to amass data, and knowledge of regional news and events. Minimum 6 hours per week. Volunteer position. If you are interested in this internship, please submit your cover letter and resume Attention: Director of Production & Programming

PRODUCTION ASSISTANT

Duties may include studio setup and camera operation, logging video, transcribing field interviews, working for production during live studio events (debates, specials, fund raising, etc.). Hours are as needed and as applicants schedule permits. Flexible hours but must work agreed minimum per semester. If you are interested in this internship, please submit your cover letter and resume Attention: Director of Production & Programming

MASS COMMUNICATIONS

This position is coordinated through the PSU Mass Communications Department and is full time for one semester. An academic internship is dependent on department approval, required courses, and GPA, and is normally done in senior year. Interns assist in local productions as production assistant, videotape editor, videographer, or researcher. When appropriate and in collaboration with a producer interns serve as writer or field interviewer. This internship is for credit hours only and is unpaid. If you are interested in this internship, please submit your cover letter and resume Attention: Director of Production & Programming

MARKETING & PROMOTIONS

If you are interested in finding out more about marketing, communications, publicity, promotion, public relations and related careers in the non-profit world of public television, consider applying to be a volunteer intern at Mountain Lake PBS. Opportunities to become involved might include assisting with the writing press releases, researching media opportunities, creating and placing advertising, planning and executing special events, assist with mailings, as well as handling details of a wide range of projects and activities related to the promotion of Mountain Lake PBS. You must be motivated and able to take initiative, as well as have the ability to follow instructions, pay attention to details, and meet deadlines. Minimum 6 hours per week. This internship can be for credit hours or as a volunteer position. If you are interested in this internship, please submit your cover letter and resume Attention: Director of Communications

FINANCE AND ADMINISTRATION

This internship involves numerous general and administrative projects related to finance and human resources. The projects involve entering, analyzing, and manipulating data in various computer software programs. Work requires knowledge of accounting and sound business practices. Data is confidential. The tasks the intern would be expected to perform for this position: analyze, sort, and enter data into database, update spreadsheets with monthly data from invoices, work with staff to gather information, participate in station events to gain

further insight into public television as a business, other related duties. If you are interested in this internship, please submit your cover letter and resume Attention: Business Manager

UNDERWRITING

The underwriting department is responsible for locating and securing corporate sponsorship for the programming that is shown on Mountain Lake PBS. This is a key component in being able to continue to bring quality programming to our community. An intern in this department would be part of a support system that would enable the underwriting staff to focus most of their time on the areas that help them achieve the marketing goals of Mountain Lake. The intern would report to the Development Staff. If you are interested in this internship, please submit your cover letter and resume Attention: Director of Fundraising and Business Development

PROGRAM TRAFFIC AND OPERATIONS

Organizing and maintaining promotional literature regarding current and potential programs. Creating and maintaining marketing sales pieces such as program descriptions and demographic information. Maintain underwriting client files. Generate affidavits of broadcast if required by underwriters. Generate and distribute minutes from the weekly underwriting meeting. Assemble media kits containing program and station information to distribute to potential underwriters. Duties will include creating on-air broadcast logs for a digital channel, proofing station logs and other reports, researching program information, working with Master Control and Engineering with on-air discrepancies, inputting information into the broadcast programming database, inputting promotional materials into the server, researching and responding to station and individual program inquiries. Research projects will introduce you to television ratings, demographic studies for program placement, teleconferences for program selection, scheduling using product placement for maximum exposure, and assisting in delivering Mountain Lake PBS programming into national distribution. Good verbal and written skills required. Computer skills and attention to detail is a must. If you are interested in this internship, please submit your cover letter and resume Attention: Director of Engineering

FUNDRAISING, MEMBERSHIP, AND SPECIAL EVENTS

Organizing Fundraising, Membership, and Special Events are some of the most important departments for every non-profit organization. These departments ensure the financial viability of an organization while promoting the non-profit mission through outreach initiatives, events that raise awareness, and large scale communications. Internships in this field allow you to expand your knowledge of non-profit administration and improve your communication skills in various forms. As an intern you would assist with: letter writing and/or design for appeals, thank you letters to donors and volunteers, budget development, revenue analysis, phone calls to PBS supporters, graphic design of informational materials, information and data management, organization of donor records digitally and manually, expanding the overall mission of Mountain Lake PBS with creative ingenuity, and events and member drives. Some events include: Arts Auction, PBS film previews and premieres, volunteer, donor, and staff recognition events, the Close to Home Member Drive, Holiday Spectacular Member Drive, and musically themed member drives. Interns are required to have: strong attention to detail, positive and optimistic outlook, motivated with strong follow through, pragmatic problem solving skills, the ability to work well independently and manage a timely schedule, a desire to learn more about marketing, public relations, and fundraising, a commitment to philanthropy in the non-profit sector, professional demeanor and appearance, and a strong interest in the arts, film, and non-profit educational media.

One Sesame Street
Plattsburgh, NY 12901

Les Amis Canadiens de Mountain Lake PBS
PO Box 876, Lacolle, QC J0J 1X0



INTERNSHIP JOB DESCRIPTION FORM
Mountain Lake Public Telecommunications Council
One Sesame Street
Plattsburgh, New York 12901
Phone: (518) 563-9770 Fax: (518) 561-1928

Instructions:

1. This form to be completed in FULL by supervisor. Please be as descriptive as possible.
2. The form must be submitted to the Business Manager and a copy to Lisa Hoff for EEO..
3. This form is to be used for any internships that do not have an alternative internship form provided by the college or grantee. It can also be used for volunteer internships.

Today's Date: 2/23/09 Intern Name: [REDACTED]
College: PSU SUNY

Supervisor: TONI MIKULKA

INTERNSHIP INFORMATION

Paid Non-Paid X Application Deadline: 2/20/09

Major:

Accounting Business Administration Finance Marketing
Anthropology Communication Production Education

Semester: Summer Fall Winter Spring

Start Date: December End Date: May

PAID INTERNSHIP

Hours/Week Pay/Stipend Amount: NA

ACADEMIC INTERNSHIP

Number of Hours per week: 4 hours/60 hours total X 8 hours/120 hours total
(per 15-week semester) X 12 hours/180 hours total 16 hours/240 hours total
 20 hours/300 hours total 24 hours/360 hours total

Position Description: Please continue description on reverse side.

ASSIST WITH ALL ASPECTS OF THE ART AUCTION -
INCLUDING MARK PRICES, SUBCRIPTION OF SUPPORT,
ART WORK ORGANIZATION, ART HANDLING, PHOTOGRAPHING, &

Specific Skills Required: Please continue description on reverse side. MAINTENANCE

STRONG ATTENTION TO DETAIL, EXCELLENT FOLLOW
THROUGH, RESPECT FOR WORK, CREATIVE, PRAGMATIC,
PROBLEM SOLVER

Phone: 518.563.9770 | Fax: 518.561.1928 | Email: mlpbs@mountainlake.org | Web: www.mountainlake.org

One Sesame Street
Plattsburgh, NY 12901

Les Amis Canadiens de Mountain Lake PBS
PO Box 876, Lacolle, QC J0J 1J0



INTERNSHIP JOB DESCRIPTION FORM
Mountain Lake Public Telecommunications Council
One Sesame Street
Plattsburgh, New York 12901
Phone: (518) 563-9770 Fax: (518) 561-1928

Instructions:

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3. This form is to be used for any internships that do not have an alternative internship form provided by the college or grantee. It can also be used for volunteer internships.

Today's Date: 2/23/09 Intern Name [REDACTED]
College PSU SUNY

Supervisor: TONI MIKULKA

INTERNSHIP INFORMATION

Paid Non-Paid X Application Deadline: 2/20/09

Major:

Accounting Business Administration X Finance Marketing X
International Business Communication Production Education

Semester: Summer Fall Winter Spring

Start Date: End Date:

PAID INTERNSHIP

Hours/Week Pay/Stipend Amount: NA

ACADEMIC INTERNSHIP

Number of Hours per week: 4 hours/60 hours total X 8 hours/120 hours total
(per 15-week semester) 12 hours/180 hours total 16 hours/240 hours total
 20 hours/300 hours total 24 hours/360 hours total

Position Description: Please continue description on reverse side.

TO ASSIST WITH ALL ASPECTS OF FUNDRAISING
AND EVENT MANAGEMENT, INCLUDING THE ANNUAL ARTS
AUCTION, SOLICIT SUPPORT, CREATE MASS COMMUNICATIONS, & VARIOUS
Specific Skills Required: Please continue description on reverse side.
ATTENTION TO DETAIL, ENERGETIC, RELIABLE, CREATIVE,
DESIRE TO SUPPORT AN IMPORTANT NONPROFIT CAUSE,
EXCELLENT FOLLOW THROUGH.

INTERNSHIP JOB DESCRIPTION FORM

Mountain Lake Public Telecommunications Council

One Sesame Street

Plattsburgh, New York 12901

Phone: (518) 563-9770 Fax: (518) 561-1928

Instructions:

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2. The form must be submitted to the Business Manager.
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Today's Date: 2/23/09

Supervisor: Colin Powers

INTERNSHIP INFORMATION

Paid _____ Non-Paid X Application Deadline: _____

Major:

Accounting X Business Administration X Finance _____ Marketing _____ Computer Science
International Business _____ Communication _____ Production _____ Education _____

Semester: Summer _____ Fall _____ Winter _____ Spring _____

Start Date: Feb 09 End Date: May 09

PAID INTERNSHIP

Hours/Week _____ Pay/Stipend Amount: _____

ACADEMIC INTERNSHIP

Number of Hours per week: _____ 4 hours/60 hours total _____ 8 hours/120 hours total
(per 15-week semester) _____ 12 hours/180 hours total _____ 16 hours/240 hours total
_____ 20 hours/300 hours total _____ 24 hours/360 hours total

Position Description: Please continue description on reverse side.

Pharmal will be coordinating MLPBS' participation in the COVE video project

Specific Skills Required: Please continue description on reverse side.

Advanced computer science (particularly web-based programming) skills

INTERNSHIP JOB DESCRIPTION FORM

Mountain Lake Public Telecommunications Council

One Sesame Street

Plattsburgh, New York 12901

Phone: (518) 563-9770 Fax: (518) 561-1928



Champlain Central High School

Instructions:

1. This form to be completed in FULL by supervisor. Please be as descriptive as possible.
2. The form must be submitted to the Business Manager.
3. This form is to be used for any internships that do not have an alternative internship form provided by the college or grantee. It can also be used for volunteer internships.

Today's Date: 2/23/09

Supervisor: Colin Powers

INTERNSHIP INFORMATION

Paid Non-Paid X Application Deadline:

Major:

Accounting Business Administration Finance Marketing
International Business Communication Production Education

Semester: Summer Fall Winter Spring

Start Date: Sept 08 End Date: June 09

PAID INTERNSHIP

Hours/Week Pay/Stipend Amount:

ACADEMIC INTERNSHIP

Number of Hours per week: 4 hours/60 hours total 8 hours/120 hours total 12 hours/180 hours total 16 hours/240 hours total 20 hours/300 hours total 24 hours/360 hours total

0-4 hours/week
8-10 hours
10-12 hours

Position Description: Please continue description on reverse side.

Specific Skills Required: Please continue description on reverse side.

INTERNSHIP JOB DESCRIPTION FORM

Mountain Lake Public Telecommunications Council

One Sesame Street

Plattsburgh, New York 12901

Phone: (518) 563-9770 Fax: (518) 561-1928

~~_____~~
~~_____~~
Start date 11/3
3 days/week

Instructions:

1. This form to be completed in FULL by supervisor. Please be as descriptive as possible.
2. The form must be submitted to the Business Manager.
3. This form is to be used for any internships that do not have an alternative internship form provided by the college or grantee. It can also be used for volunteer internships.

Today's Date: 10/28/08 (Interview)

Supervisor: Colin Powers

INTERNSHIP INFORMATION

Paid _____ Non-Paid X Application Deadline: _____

Major:

Accounting _____ Business Administration _____ Finance _____ Marketing _____
International Business _____ Communication X Production _____ Education _____

Semester: Summer _____ Fall X Winter _____ Spring _____

Start Date: 11/3/08 End Date: TBD

PAID INTERNSHIP

Hours/Week _____ Pay/Stipend Amount: _____

ACADEMIC INTERNSHIP

~~Burlington College~~ Burlington College - Non-credit

Number of Hours per week: _____ 4 hours/60 hours total _____ 8 hours/120 hours total
(per 15-week semester) _____ 12 hours/180 hours total _____ 16 hours/240 hours total
_____ 20 hours/300 hours total _____ 24 hours/360 hours total

Position Description: Please continue description on reverse side.

Production + Research Assistant 60% - Forgotten War
40% - other PD as assigned

Specific Skills Required: Please continue description on reverse side.

Primary contacts:
Damien Paré
Paul King

INTERNSHIP JOB DESCRIPTION FORM

Mountain Lake Public Telecommunications Council

One Sesame Street

Plattsburgh, New York 12901

Phone: (518) 563-9770 Fax: (518) 561-1928

Instructions:

1. This form to be completed in FULL by supervisor. Please be as descriptive as possible.
2. The form must be submitted to the Business Manager.
3. This form is to be used for any internships that do not have an alternative internship form provided by the college or grantee. It can also be used for volunteer internships.

Today's Date: 5/29/08

Supervisor: Colin Powers

INTERNSHIP INFORMATION

Paid ☒ VESIO Non-Paid ☒ Application Deadline: _____

Major:

Accounting _____ Business Administration _____ Finance _____ Marketing _____
International Business _____ Communication _____ Production _____ Education _____

Semester: Summer ☒ Fall _____ Winter _____ Spring _____

Start Date: 5/27/08 End Date: 8/15/08

PAID INTERNSHIP

Hours/Week 30 hrs/week Pay/Stipend Amount: _____

ACADEMIC INTERNSHIP

Number of Hours per week: _____ 4 hours/60 hours total _____ 8 hours/120 hours total
(per 15-week semester) _____ 12 hours/180 hours total _____ 16 hours/240 hours total
_____ 20 hours/300 hours total _____ 24 hours/360 hours total

Position Description: Please continue description on reverse side.

Creating database of Video Library for FBI and MLJ.

Specific Skills Required: Please continue description on reverse side.

Computer / database Knowledge / Research

INTERNSHIP JOB DESCRIPTION FORM

Mountain Lake Public Telecommunications Council
One Sesame Street
Plattsburgh, New York 12901
Phone: (518) 563-9770 Fax: (518) 561-1928

Instructions:

1. This form to be completed in FULL by supervisor. Please be as descriptive as possible.
2. The form must be submitted to the Business Manager.
3. This form is to be used for any internships that do not have an alternative internship form provided by the college or grantee. It can also be used for volunteer internships.

Today's Date: 5/29/08

Supervisor: Colin Powers

INTERNSHIP INFORMATION

Paid ☐ Non-Paid ☒ Application Deadline: _____

Major:

Accounting ☐ Business Administration ☐ Finance ☐ Marketing ☐
International Business ☐ Communication ☐ Production ☒ Education ☐ + History

Semester: Summer ☒ Fall ☐ Winter ☐ Spring ☐

Start Date: 6/1/08 End Date: 8/8/08

PAID INTERNSHIP

Hours/Week _____ Pay/Stipend Amount: _____

ACADEMIC INTERNSHIP

Number of Hours per week: ☐ 4 hours/60 hours total ☐ 8 hours/120 hours total
(per 15-week semester) ☐ 12 hours/180 hours total ☐ 16 hours/240 hours total
☐ 20 hours/300 hours total ☒ 24 hours/360 hours total

Position Description: Please continue description on reverse side.

Research Assistant Working with FBI project.

Specific Skills Required: Please continue description on reverse side.

Basic Production/Research

Major in Communications/Marketing/Advertising, etc.
Time to devote to MLPBS!

LISA, 2/5/08
For your files & record
Rhonda

INTERNSHIP JOB DESCRIPTION FORM

Mountain Lake Public Telecommunications Council

One Sesame Street

Plattsburgh, New York 12901

Phone: (518) 563-9770 Fax: (518) 561-1928

Instructions:

1. This form to be completed in FULL by supervisor. Please be as descriptive as possible.
2. The form must be submitted to the Business Manager.
3. This form is to be used for any internships that do not have an alternative internship form provided by the college or grantee. It can also be used for volunteer internships.

Today's Date: 2/5/08 Intern Name: [REDACTED] College: SUNY

Supervisor: Rhonda Santos

INTERNSHIP INFORMATION

Paid _____ Non-Paid X FOR CREDIT HOURS Application Deadline: _____

Major:

Accounting _____ Business Administration _____ Finance _____ Marketing X
International Business _____ Communication _____ Production _____ Education _____

Semester: Summer _____ Fall _____ Winter X Spring _____

Start Date: 2/5/08 End Date: 5/08

PAID INTERNSHIP

Hours/Week 12 HOURS / WEEK Pay/Stipend Amount: N/A
180 hours / Total (over 15 weeks)

ACADEMIC INTERNSHIP

Number of Hours per week: _____ 4 hours/60 hours total _____ 8 hours/120 hours total
(per 15-week semester) X 12 hours/180 hours total _____ 16 hours/240 hours total
_____ 20 hours/300 hours total _____ 24 hours/360 hours total

Position Description: Please continue description on reverse side.

Internship under the Communications Department

Specific Skills Required: Please continue description on reverse side.

General Marketing Knowledge

MOUNTAIN LAKE PBS
2008 PRODUCTION PRACTICUM FORM

Name	[REDACTED]
Phone#	[REDACTED]
Email Address	[REDACTED]

Visit our website: <http://www.mountainlake.org>. Read the "Station Information" page, also study the "Local Productions" page. In addition to documentary projects and special events, we have three ongoing series in production this year: *Rustic Living*, *Art Express*, and *Mountain Lake Journal*. Two legacy series produced from 2002 through 2007 are still being broadcast in primetime as well: *Adirondack Outdoors* and *Roadside Adventures*.

Make time to watch this local programming. Our three series air in the 8:00 to 9:00 PM slots Wednesday, Thursday and Friday. They repeat on weekends. The complete schedule is on the website and in the station bulletin available here in the lobby. Be able to recognize and discuss these shows stylistically and programmatically by the middle of your internship.

Major: TV Productions, Business & Professional Studies Expected date of graduation: May 2008

Please use additional sheets or the back of the form if you need more space for these answers.

What interests you about public television?

I like how public television offers a diverse point of view to its audience, whether is through their documentaries or educational programming for kids.

What shows do you watch on public television and why?:

I grew up watching Sesame Street, and that helped me improve my English. I feel like PBS's shows geared to kids are very different and unique compared to other networks. They have more of an educational purpose and goal; whether is to help kids how to read or teach them values.

What are your plans immediately after graduation? What do you want to be doing five years after graduation? Be specific.

My plans are to work for a television network, preferably one that produces and airs documentaries and independent film work. I am also interested in the news so I am looking at internships in where I can assist journalists and reporters.

Other (non-television/film) interests, hobbies, affiliations:

Capoeira- Brazilian martial art, reading, Vice President and chapter founder of Sigma Lambda Upsilon Sorority, Inc., treasurer for El Pueblo Latino Student Union, Lambda Pi Eta Communications Honor Society.

Briefly describe your production experience, specialties and strongest skills you bring to the internship. Be specific and do not limit yourself to technical skills (storytelling, writing, interviewing, and presentation skills are important elements of production, for instance.)

I have good researching skills, public speaking skills, and organizational skills. I love to edit and get my hands-on equipment. I am very professional and punctual. I am easy to get along with; I am great in working with teams and alone. I am very dedicated to my job.

This internship can expose you aspects of pre-production, post-production and both studio and field production. It will be more successful if it focuses on the elements most important to you. What particular skills do you hope to improve during this internship? Again, be specific (ie. "I want to work on real PBS production" is not appropriate.) If you don't know, give this a lot of consideration and answer it in writing within two weeks.

I would like to improve my skills in editing and get more knowledge on different softwares, how to prepare and air a show, learn more about everyone's responsibilities and tasks both in studio and field.

You are responsible for logging your hours on a Practicum timesheet kept in Lisa Hoff's office at MLPBS. This timesheet becomes the formal record of your practicum hours requirement.

**MOUNTAIN LAKE PBS
2008 PRODUCTION PRACTICUM FORM**

Name	[REDACTED]
Phone#	[REDACTED]
Email Address	[REDACTED]

Visit our website: <http://www.mountainlake.org>. Read the "Station Information" page, also study the "Local Productions" page. In addition to documentary projects and special events, we have three ongoing series in production this year: *Rustic Living*, *Art Express*, and *Mountain Lake Journal*. Two legacy series produced from 2002 through 2007 are still being broadcast in primetime as well: *Adirondack Outdoors* and *Roadside Adventures*.

Make time to watch this local programming. Our three series air in the 8:00 to 9:00 PM slots Wednesday, Thursday and Friday. They repeat on weekends. The complete schedule is on the website and in the station bulletin available here in the lobby. Be able to recognize and discuss these shows stylistically and programmatically by the middle of your internship.

Major TV/video production Expected date of graduation: May 2008

Please use additional sheets or the back of the form if you need more space for these answers.

What interests you about public television? The thing that interests me about public television is that the people in the town help out by donating money

What shows do you watch on public television and why?:

What are your plans immediately after graduation? What do you want to be doing five years after graduation? Be specific.

After graduation I would like to find a job in news. In five years I want to be the producer

of a local news station

Other (non-television/film) interests, hobbies, affiliations:

Snowboarding

Briefly describe your production experience, specialties and strongest skills you bring to the internship. Be specific and do not limit yourself to technical skills (storytelling, writing, interviewing, and presentation skills are important elements of production, for instance.)

I have worked for PSTV for multiple semesters while in PSTV I have used cameras (studio/field), produced a game show Smarty Pants, use Avid for post production. And I am currently the head of the Lighting department

This internship can expose you aspects of pre-production, post-production and both studio and field production. It will be more successful if it focuses on the elements most important to you. What particular skills do you hope to improve during this internship? Again, be specific (ie. "I want to work on real PBS production" is not appropriate.) If you don't know, give this a lot of consideration and answer it in writing within two weeks.

I would like to learn more about field production. I want to learn more about how to go from shooting on location to having a airable show

MOUNTAIN LAKE PBS
2008 PRODUCTION PRACTICUM FORM

Name	[REDACTED]
Phone#	[REDACTED]
Email Address	[REDACTED]

Visit our website: <http://www.mountainlake.org>. Read the "Station Information" page, also study the "Local Productions" page. In addition to documentary projects and special events, we have three ongoing series in production this year: *Rustic Living*, *Art Express*, and *Mountain Lake Journal*. Two legacy series produced from 2002 through 2007 are still being broadcast in primetime as well: *Adirondack Outdoors* and *Roadside Adventures*.

Make time to watch this local programming. Our three series air in the 8:00 to 9:00 PM slots Wednesday, Thursday and Friday. They repeat on weekends. The complete schedule is on the website and in the station bulletin available here in the lobby. Be able to recognize and discuss these shows stylistically and programmatically by the middle of your internship.

Major TV/Video Production Expected date of graduation: May 2008

Please use additional sheets or the back of the form if you need more space for these answers.

What interests you about public television? What interests me about public television is how much it is community oriented and because it is a smaller station I would get more hands on experience.

What shows do you watch on public television and why?:

What are your plans immediately after graduation? What do you want to be doing five years after graduation? Be specific.

After graduation I would like to have an internship set up where I can work for a television station until I reach

Full employment. Then work for years in different departments on different shows, channels, networks, etc. gaining an understanding of all aspects of public television stations. I would eventually like to get into film and travel the world producing these films and documentaries.

Other (non-television/film) interests, hobbies, affiliations:

Briefly describe your production experience, specialties and strongest skills you bring to the internship. Be specific and do not limit yourself to technical skills (storytelling, writing, interviewing, and presentation skills are important elements of production, for instance.)

I am currently the Production Coordinator. In this position I manage the budget money for Plattsburgh State Television as well as paying all hours and crews for all productions and personnel. Previously I've been the Technical Director for the school's game show, Master Control for "Sports Cap Live" their high school sports show, and have run audio and graphics for them as well. I was also the Head of the Lighting Department where I taught and gave workshops to other students interested in the lighting field.

This internship can expose you aspects of pre-production, post-production and both studio and field production. It will be more successful if it focuses on the elements most important to you. What particular skills do you hope to improve during this internship? Again, be specific (ie. "I want to work on real PBS production" is not appropriate.) If you don't know, give this a lot of consideration and answer it in writing within two weeks.

I hope to hone my skills in all the in-studio production departments as well as learn and gain more experience in a real production workplace. I want to learn all there is about all the machinery works in producing PBS shows, because it will give me the skill and confidence to contribute to the real world. I would also like to gain more experience with field shows and since my new job in PBS is to manage the class's budget, I would like to partake in fundraisers to learn more on how to raise currency for a studio.

MOUNTAIN LAKE PBS
2007 PRODUCTION PRACTICUM FORM

Name

Phone#

Email Address

Visit our website: <http://www.mountainlake.org>. Read the "Station Information" page, also study the "Local Productions" page. In 2007, the four ongoing series are: *Adirondack Outdoors*, *Art Express*, *Mountain Lake Journal* and *Roadside Adventures*.

Make time to watch our local programming. Our four series air in the 8:00 to 9:00 PM slots Wednesday, Thursday and Friday. They repeat on weekends. The complete schedule is on the website. Be able to recognize and discuss these four shows stylistically and programmatically by the middle of your internship.

Major ~~Communication~~ *Television Production* Expected date of graduation: May 2008

Please use additional sheets or the back of the form if you need more space for these answers.

What interests you about public television? Directing

What shows do you watch on public television and why?:

*I mostly watch sci-fi programs and crime dramas.
They seem interesting because of the extraordinary circumstances.*

What are your plans immediately after graduation? What do you want to be doing five years after graduation? Be specific.

To look for employment as a Production Assistant or another starter job in the Production Department. In five years I would like to be moving on to another Company with the experience I've gained.

Other (non-television/film) interests, hobbies, affiliations:

I am also involved in martial arts.

Briefly describe your production experience, specialties and strongest skills you bring to the internship. Be specific and do not limit yourself to technical skills (storytelling, writing, interviewing, and presentation skills are important elements of production, for instance.)

In the past I have done an Internship with Cablevision, in which I participated in mostly production work, set-ups, and quality control checks. In community college I also participated in a few interview projects. While in Plattsburgh I was involved with PSTV since the Fall of 2006. During the Fall of 2007 I held the position of Assistant Producer of the show Smarty Pants.

This internship can expose you aspects of pre-production, post-production and both studio and field production. It will be more successful if it focuses on the elements most important to you. What particular skills do you hope to improve during this internship? Again, be specific (ie. "I want to work on real PBS production" is not appropriate.) If you don't know, give this a lot of consideration and answer it in writing within two weeks.

During this Internship I would like to get a chance ~~better~~ to better understand the HD quality. I would also like the opportunity to further my knowledge of editing as well as learn a little more on directing.

You are responsible for logging your hours on a Practicum timesheet kept in Lisa Hoff's office at MLPBS. This timesheet becomes the formal record of your practicum hours requirement.

**MOUNTAIN LAKE PBS
2008 PRODUCTION PRACTICUM FORM**

Name	[REDACTED]
Phone#	[REDACTED]
Email Address	[REDACTED]

Visit our website: <http://www.mountainlake.org>. Read the "Station Information" page, also study the "Local Productions" page. In addition to documentary projects and special events, we have three ongoing series in production this year: *Rustic Living*, *Art Express*, and *Mountain Lake Journal*. Two legacy series produced from 2002 through 2007 are still being broadcast in primetime as well: *Adirondack Outdoors* and *Roadside Adventures*.

Make time to watch this local programming. Our three series air in the 8:00 to 9:00 PM slots Wednesday, Thursday and Friday. They repeat on weekends. The complete schedule is on the website and in the station bulletin available here in the lobby. Be able to recognize and discuss these shows stylistically and programmatically by the middle of your internship.

Major Mass Media Expected date of graduation: May 17, 2008

Please use additional sheets or the back of the form if you need more space for these answers.

What interests you about public television? The educational programs that are targeted towards children and adults. The more educational programs that children watch, the more they learn. Children are continuously learning at an earlier age than they were several years ago.

What shows do you watch on public television and why?: Documentaries and the children's program "Arthur" are the shows that I watch on public television. I've been watching nature and animal documentaries since I was a child. I love learning about events that are not highly recognized in the news. I become more considerate when there are people who want to help and change the current situation.

What are your plans immediately after graduation? What do you want to be doing five years after graduation? Be specific.
My plans immediately after graduation are to work in production for television and film. I would like to begin as a...

assistant and then gradually work my way up in a desired skill. I believe that in order to achieve we have to start from the bottom until we move to the top. In 5 years, I would to be an editor for films or television shows. Editing is becoming more advanced and there are many ways an individual can be creative with this technology.

Other (non-television/film) interests, hobbies, affiliations:

Reading, donating, drawing are my interests. I've enjoyed reading since I was a child because it continues to broaden my knowledge on different aspects. I love learning about new things and taken what I have learned to use it to my full advantage.

Briefly describe your production experience, specialties and strongest skills you bring to the internship. Be specific and do not limit yourself to technical skills (storytelling, writing, interviewing, and presentation skills are important elements of production, for instance.)

My previous production experiences are being involved in the student operated television station and directing class. During these experiences, I developed leadership, communication and organization skills with my peers. In my directing class, I learned the roles of director, technical director, video and others that involved the production of a newscast and commercial. In my television station class, I was audio and floor manager for a live sports show and sketch-comedy show.

This internship can expose you aspects of pre-production, post-production and both studio and field production. It will be more successful if it focuses on the elements most important to you. What particular skills do you hope to improve during this internship? Again, be specific (ie. "I want to work on real PBS production" is not appropriate.) If you don't know, give this a lot of consideration and answer it in writing within two weeks.

The skills that I hope to improve are editing, audio and camera during this internship. I am currently taking advanced editing for the semester and would like to gain more experience in this skill through both the internship and my class. Learning in two different areas will not only show techniques from the station and my class, but also further my goals of becoming an editor. I think that editing is a great skill that endorses creativity and talent among individuals.

MOUNTAIN LAKE PBS
2008 PRODUCTION PRACTICUM FORM

Name	[REDACTED]
Phone#	[REDACTED]
Email Address	[REDACTED]

Visit our website: <http://www.mountainlake.org>. Read the "Station Information" page, also study the "Local Productions" page. In addition to documentary projects and special events, we have three ongoing series in production this year: *Rustic Living*, *Art Express*, and *Mountain Lake Journal*. Two legacy series produced from 2002 through 2007 are still being broadcast in primetime as well: *Adirondack Outdoors* and *Roadside Adventures*.

Make time to watch this local programming. Our three series air in the 8:00 to 9:00 PM slots Wednesday, Thursday and Friday. They repeat on weekends. The complete schedule is on the website and in the station bulletin available here in the lobby. Be able to recognize and discuss these shows stylistically and programmatically by the middle of your internship.

Major T.V./Video and Audio Production Expected date of graduation: May 08

Please use additional sheets or the back of the form if you need more space for these answers.

What interests you about public television? Public television is important for the community. It is a medium for the community to stay in touch with.

What shows do you watch on public television and why?:

Any educational or documentary shows. They teach me new information on a variety of shows.

What are your plans immediately after graduation? What do you want to be doing five years after graduation? Be specific.

I want to be successful at a job. However, if I am not satisfied with my job I plan on

During my time being an Assistant producer, I have also sharpened my time management skills and increased my organizational skills in terms of getting paperwork done by their respective deadlines and delegating tasks.

This internship can expose you aspects of pre-production, post-production and both studio and field production. It will be more successful if it focuses on the elements most important to you. What particular skills do you hope to improve during this internship? Again, be specific (ie. "I want to work on real PBS production" is not appropriate.) If you don't know, give this a lot of consideration and answer it in writing within two weeks.

First and foremost, I hope to be able to be part of the technical aspects of production. I am very interested but not limited to things such as lighting, camera movement and framing and post-production. I feel as though my knowledge on production is limited. I am surrounded by students such as myself that know a little more or a little less than I do. It would be great to be in a professional environment that would expand my ideas on how to be more creative and efficient. I have done a lot of editing. However, I am interested in finding out if there are other aspects of editing besides cutting together footage. Overall, I hope to be exposed to all aspects of pre-production, production and post-production. I feel as though I need to be proficient and knowledgeable about and any everything that I can get myself into. Upon graduating, I do not want to be limited to the jobs that I can apply for. Working in this environment can possibly open my eyes to an aspect of production that I knew nothing or little about.

watching the Antiques Roadshow because I always find interesting some of the things that people have in their possession.

What are your plans immediately after graduation? What do you want to be doing five years after graduation? Be specific.

After graduation I hopefully plan to attend graduate school. I am currently looking into television production jobs as well. I would like to attend graduate school full-time and work part time to build some experience. I hope to be working on my masters in digital and interactive media right after graduation. Completing my masters in this concentration in two years, paired with my television production experience will hopefully help lead me down a different path in television production or film. Getting my career and financial goals up to speed will help me build and maintain other aspects of my personal life. Whether it takes me five years or more, I ultimately hope to be producing or directing network shows. I am hoping that my masters will help me to open other doors in production that I am probably not aware of right now.

Other (non-television/film) interests, hobbies, affiliations:

Digital media has also been a huge interest of mine. Therefore I chose to take an advanced web design class this semester. Last semester I did a lot of digital imaging, basic web design and flash animation. This semester I chose to go deeper into web design.

Briefly describe your production experience, specialties and strongest skills you bring to the internship. Be specific and do not limit yourself to technical skills (storytelling, writing, interviewing, and presentation skills are important elements of production, for instance.)

Last semester I was an assistant producer/director for a half-hour comedy show on PSTV. In addition to this I also worked regular crews for other shows including sports events. Occasionally I went out in groups to shoot sports footage for PSTV's live sport shows. I was a Lab Assistant for a television production course which required me to know about and operate all studio equipment. This semester I am head of the Master Control Department in PSTV. I am in charge of hiring and training all master control operators. Together we are all responsible for airing all shows in the correct order and time, as well as airing promotions and underwriting spots at specific times. Directing is one of my strongest skills due to the fact that pre-production for anything I have directed has been extensive and detailed. I also know that interact well with people. Even if I am in a higher position than others, I like to make people feel that I am somewhat on the same level as me and that they can speak to me about problems or concerns they may have.

You are responsible for logging your hours on a Practicum timesheet kept in Lisa Hoff's office at MLPBS. This timesheet becomes the formal record of your practicum hours requirement.

EXHIBIT D

Station's Equal Employment Opportunity and Affirmative Action Policy

**(Enclosed are the cover page, final page as signed by all staff, and table of contents
pertaining to employment matters)**

Mountain Lake

Public Telecommunications Council



Personnel Policy

and

Practices Manual



Revised: January 2001

MOUNTAIN LAKE PUBLIC TELECOMMUNICATIONS COUNCIL PERSONNEL POLICY AND PRACTICES MANUAL

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EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

SECTION I

1. Equal Employment Opportunity/Affirmative Action Policy

It is the policy of Mountain Lake Public Telecommunications Council (the "Station") to provide equal opportunity in employment for all persons and to avoid discrimination in employment because of race, color, creed, ancestry, religion, gender, age, marital status, national origin, veteran status, or disability.

As an Affirmative Action employer, Mountain Lake Public Telecommunications Council takes specific steps in order to recruit and employ members of ethnic minority groups, women, veterans and disabled individuals for all job classifications.

The Board of Trustees has charged the President and CEO with overall responsibility for implementing the Equal Employment Opportunity and Affirmative Action Policy, including regular evaluation and monitoring of the Station's affirmative action activities and employment decisions.

- All employees and job applicants are guaranteed equality of employment opportunity. Essentially, this means that Mountain Lake Public Telecommunications Council will not discriminate against any worker or applicant on the basis of race, color, creed, ancestry, religion, gender, age, marital status, national origin, veteran status, or disability.
- All recruitment, selection, placement, training, and layoff decisions made by Mountain Lake Public Telecommunications Council will be based solely on the job-related qualifications and abilities of candidates.
- All employees who apply for a promotion or transfer will be given equal consideration. Assuming that an opening exists, the qualifications of candidates for a promotion or transfer will be assessed solely on the basis of an individual's ability and merit (as demonstrated by the individual's performance record).

- All other personnel policies and practices of Mountain Lake Public Telecommunications Council, including compensation, benefits, discipline, and safety and health programs, as well as social and recreational activities, will be administered and conducted without regard to any individual's race, color, creed, ancestry, religion, gender, age, marital status, national origin, veteran status, or disability.
- Mountain Lake Public Telecommunications Council will take all necessary steps to ensure that each employee's work environment is free of unlawful discrimination or harassment based on race, color, creed, ancestry, religion, gender, age, marital status, national origin, veteran status, or disability.
- Mountain Lake Public Telecommunications Council will continually review its personnel practices and procedures to ensure that management is adhering to the Station's commitment to Equal Employment Opportunity ("EEO") principles.
- To ensure success of this policy, Mountain Lake Public Telecommunications Council urges any employee who believes that discrimination is taking place to discuss the matter immediately with any department head, the Business Manager, or with the President and GM.

**EQUAL EMPLOYMENT OPPORTUNITY
AND
AFFIRMATIVE ACTION POLICY**

SECTION I

2. Sexual Discrimination and Harassment

Mountain Lake Public Telecommunications Council strongly disapproves of any form of sexual discrimination or harassment, and through the policy, seeks to make employees at all levels of the Station sensitive to this problem and to inform them of their equal employment rights. Epithets, slurs, negative stereotyping, threats, hostile acts, or denigrating or hostile written or graphic material posted or circulated in the workplace is not permitted.

- Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
 - submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- Mountain Lake Public Telecommunications Council does not permit harassment of or by its officials, management, employees or visitors at any time. Mountain Lake Public Telecommunications Council urges any person who believes that harassment is taking place to discuss the matter immediately with any department head, the Business Manager, or with the President and GM.
- Sexual harassment does not include occasional compliments, good-natured conversation or private mutually consensual relations between individuals.
- All complaints will be investigated in a prompt and confidential manner. Employees filing harassment complaints will not suffer any form of retaliation.

RECRUITMENT

SECTION II

1. Recruitment

A department head anticipating a job vacancy will be responsible for ensuring that an accurate job description exists for the position and that the Business Manager has all necessary information about the job that is needed to locate qualified applicants.

- When filling a vacancy, Mountain Lake Public Telecommunications Council will, whenever appropriate, promote a qualified employee to the position before considering outside applicants. However, Mountain Lake Public Telecommunications Council reserves the right to recruit outside candidates who have the skills or experience needed for certain jobs.
- Job openings will be posted in-house on employee bulletin boards, and qualified employees who can meet the requirements of the position are encouraged to apply.

2. Other Recruitment Resources

When recruiting job candidates from outside the organization, Mountain Lake Public Telecommunications Council will use a variety of techniques, including, but not limited to, advertisements placed in local and -- when appropriate -- national publications, educational placement services, and personnel resource agencies.

- Employees are encouraged to recommend anyone whose capabilities are known to them and who meets the qualifications outlined in the job posting. Resumes and applications should be submitted to the appropriate department head or search committee for review.
- All individuals referred by employees will receive the same employment consideration as applicants from other sources.

RECRUITMENT

SECTION II

3. Selection

Mountain Lake Public Telecommunications Council's selection procedures are designed to place the best qualified applicant in a vacant position and ensure all applicants equal opportunity and consideration for employment. All stages of the selection process will be free from any discrimination based on an individual's race, color, creed, ancestry, religion, gender, age, marital status, national origin, veteran status, or disability.

- The usual steps in the selection process will include review of resumés by appropriate department head or search committee, an interview of the applicant by the department head and/or search committee in whose area the vacancy exists, a test -- where applicable -- of the applicant's qualifications for the job, and a check of the references provided by the applicant. Interviews, tests and reference checks will conform to applicable federal, state, and local laws governing employee-selection practices.
- All interviews and tests will be designed to produce objective, job-related information about the applicant's ability to successfully perform the requirements of the position. Selection decisions will not be based solely on test scores or interview results. Rather, applicants will be judged on the basis of their job-related qualifications as demonstrated in all stages of the selection process.

This will certify that I have received and read the Mountain Lake Public Telecommunications Council manual of policy, practices and objectives for staff of the Council.

EMPLOYEE _____

DATE _____

(Return to Business Office)

EXHIBIT E

Procedure for traffic coordinator to run on-air equal employment opportunity spot

ON-AIR EMPLOYMENT OPPORTUNITY SPOTS

The Executive Assistant tells the Traffic Control Manager & Board Operator Manager to run the “Employment” spot per the FCC requirements during each quarter.

- The Traffic Control Manager & Board Operator Manager adds the announcement to the logs. (Per the number of times requested).
- The Board Operators broadcast the spot and initials and signs the legal log that they have completed it.
- The Legal Log is filed in Master Control for 1 year, than dead filed for 2 more years before being disposed.

On-Air Spot Reads – Mountain Lake PBS is looking for organizations that regularly distribute information about employment opportunities to job applicants or have job applicants to refer. If your organization would like to receive notification of job vacancies at our station(s), please notify: Human Resources at One Sesame Street, Plattsburgh, New York 12901. Our telephone number is 518-563-9770. Our email address is: mlpbs@mountainlake.org Mountain Lake PBS is an Equal Opportunity Employer (and encourages minorities and females to apply).

Employ

Mountain Lake PBS-DT

Report date: 03/25/2009

Log Performance Report

Report time: 11:21:22

From: 01/01/2009 To: 03/31/2009

Page: 1

Video Source	CART	Title	
Available	Notes		
Audio Source	Tape/Cut	Type	Sub-Title
From/To	DAYS		Length
EMPLOYOP		PR	EMPLOYMENT OPPORTUNITIES
03/27/08	SMTWTFS		00:40
EMPLOYOP	0000/01		NOTIFY TRAFFIC IF SPOT DOES NOT RUN
03/27/99	YYYYYY		
Sun	02/08/2009	at 22:29:07	for 00:00:40:00 WCFE-HD
Mon	03/09/2009	at 18:58:29	for 00:00:40:00 WCFE-HD
Wed	03/11/2009	at 23:58:35	for 00:00:40:00 WCFE-HD
Wed	03/18/2009	at 12:58:51	for 00:00:40:00 WCFE-HD
Sat	03/21/2009	at 09:29:08	for 00:00:40:00 WCFE-HD

This item appeared 5 times between 01/01/2009 and 03/31/2009.

EmployQ42008

Mountain Lake PBS

Report date: 04/08/2009

Log Performance Report

Report time: 09:11:14

From: 10/01/2008 To: 12/31/2008

Page: 1

Video Source	CART	Title	
Available	Notes		
Audio Source	Tape/Cut	Type	Sub-Title
From/To	DAYS		Length
EMPLOYOP		PR	EMPLOYMENT OPPORTUNITIES
03/27/08	SMTWTFS		00:40
EMPLOYOP	0000/01		NOTIFY TRAFFIC IF SPOT DOES NOT RUN
03/27/99	YYYYYY		

Thu	10/16/2008	at 18:58:27	for 00:00:40:00	WCFE
Wed	10/29/2008	at 12:58:42	for 00:00:40:00	WCFE
Fri	12/19/2008	at 21:29:07	for 00:00:40:00	WCFE
Fri	12/26/2008	at 21:29:07	for 00:00:40:00	WCFE
Tue	12/30/2008	at 23:29:05	for 00:00:40:00	WCFE

This item appeared 5 times between 10/01/2008 and 12/31/2008.

Mountain Lake PBS

Report date: 10/07/2008

Report time: 10:33:12

From: 07/01/2008 To: 09/30/2008

Log Performance Report

Page: 1

Source	CART	Title	Available	Notes
Audio Source	Tape/Cut	Type Sub-Title	Length From/To DAYS	
EMPLOYOP		PR <u>EMPLOYMENT OPPORTUNITIES</u>	00:40 03/27/08 SMTWTFS	
EMPLOYOP	0000/01	NOTIFY TRAFFIC IF SPOT DOES NOT RUN	03/27/99 YYYYYYY	

Wed 07/09/2008 at 14:29:09 for 00:00:40:00 WCFE
 Fri 08/01/2008 at 12:59:01 for 00:00:40:00 WCFE
 Tue 08/05/2008 at 23:29:08 for 00:00:40:00 WCFE
 Tue 08/12/2008 at 12:58:30 for 00:00:40:00 WCFE
 Tue 09/23/2008 at 22:58:16 for 00:00:40:00 WCFE
 Fri 09/26/2008 at 12:59:12 for 00:00:40:00 WCFE

This item appeared 6 times between 07/01/2008 and 09/30/2008.

Mountain Lake PBS

Report date: 08/14/2008

Report time: 13:24:58

From: 04/01/2008 To: 06/30/2008

Log Performance Report

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Video Source	CART	Title	Available	Notes
Audio Source	Tape/Cut	Type	Sub-Title	Length
			From/To	DAYS
EMPLOYOP		PR	EMPLOYMENT OPPORTUNITIES	00:40
EMPLOYOP	0000/01		NOTIFY TRAFFIC IF SPOT DOES NOT RUN	03/27/08
				SMTWTF
				03/27/99
				YYYYYY

Thu 04/24/2008 at 13:29:06 for 00:00:40:00 WCFE

Sat 05/03/2008 at 15:58:53 for 00:00:40:00 WCFE

Thu 05/29/2008 at 22:58:46 for 00:00:40:00 WCFE

This item appeared 3 times between 04/01/2008 and 06/30/2008.

Q12008

Mountain Lake PBS

Report date: 03/11/2008

Log Performance Report

Report time: 15:03:13

From: 01/10/2008 To: 03/31/2008

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Video Source	CART	Title	
Available	Notes		
Audio Source	Tape/Cut	Type	Sub-Title
From/To	DAYS		Length
SS-216		FI	EMPLOYMENT OPPORTUNITIES
04/02/03	SMTWTFS	RUN ONCE A QUARTER	00:40
CT-EMPL-OPP	0000/00		NOTIFY TRAFFIC IF THIS SPOT DOESN'T
04/02/99	YYYYYY		

Thu 01/31/2008 at 12:58:46 for 00:00:40:00 WCFE

This item appeared 1 time between 01/10/2008 and 03/31/2008.